

UC Berkeley Information Technology

PM | Communications | UX Resources

This list is non-exhaustive, ever-changing, and not meant to promote anything specifically. These resources are what the Berkeley IT project management, communications, and UX teams have been using lately.

Project Management Tools	Use	Tip
Asana	Great for lightweight project management.	Integrates with Gmail, calendar, and more making it easy to turn emails into tasks and assign to team members.
SmartSheet	Has a ton of great features and integrated workflow.	Ability to build at-a-glance dashboards to track large-scale project portfolios.
Templates	Use	Tip
Project Management Toolkit	Multiple templates are presented in one useful kit to utilize throughout the life cycle of your projects.	Be sure to integrate communications and UX planning early on in the project and include them in the Project Charter.
Communications & Change Management Plan	Once the Project Charter is approved, use this template to build your communications and change management strategy around key project milestones.	The roles and responsibilities outlined in this template may vary in your organization but important to define at the beginning of a project to avoid confusion and duplication of effort.
Writing & Graphics Resources	Use	Tip
Google Docs	For easy iterations especially with multiple content contributors and a layered approval process.	Use the workflow and built-in features of Google Docs like drop downs to indicate content review progress.
Associated Press (AP) Stylebook	AP is the brand language used at most UCs and in journalism.	An AP Style cheat sheet and access to the online stylebook (free via some UC libraries) can ensure consistency and professionalism in all written communications.
ChatGPT (UC license coming soon!)	AI tools can serve as valuable communication assistants, helping you draft messages, build content, or make your draft more concise.	Making your prompt specific will provide you with better results. Remember to fact-check the content produced by any of these tools for accuracy.
Adobe Express or Canva	Easy-to-use graphics help add visuals to your project webpage, emails, social media, etc.	Adding visuals to your communications can help simplify complicated processes, show project timelines with key milestones, and more!
UX Resources	Use	Tip
Usability Principles at UC Berkeley	Follow these principles throughout the product/service Development Life Cycle (DLC) to improve usability.	These principles are used at UC Berkeley and are being developed for UC-wide distribution.