

Google Sheets

**Information below was pulled from workspace.google.com/products/sheets*

Google Sheets is an application within the Google Workspace sphere. It is a flexible program for collecting and comparing information.

Google Workplace Pricing plan

Google Sheets is included in the Google Workspace, if you already have a registered Google Workspace account sign in [here](#).

If not Google Workspace is broken into four different price plans; Business Starter, Business Standard, Business Plus, and Enterprise.

See the pricing details [here](#).

Features of Google Sheets - As a Project Management Tool

Collaborate on data, from anywhere

Create online spreadsheets that are saved across the google drive network. Easily share and collaborate with real-time editing, comments, and the ability to assign action items to specific employees. This allows you to create and share project timelines or spreadsheets company wide.

Seamlessly Connect to other google apps

Sheets has many integrations with other Google programs. Embed sheets within your Google docs, Slides and more. You can also reply to comments and mentions on sheets directly from your Gmail.

Project Management Templates

Create simple templates for project timelines, plans, trackers and more. Can create a gantt chart to track project progress, dates, task duration and more.

Learning Tools

[Here](#) is the Google help center, specifically for Google sheets.

Instructional Video:

NIWRC has put together a short instructional video highlighting the various features that this application has in terms of communications efficiency. [Video Link](#).