Tools and Strategies for Managing Multiple Projects

Panelists:
Marissa Stroo, Khadijah Rich-Barber, Johanna O'Dell, Olivia Kohrman
Marissa Stroo
Associate Director, DOCR Data Team

**Tools**
- Trello
- Kanban
- Getting Things Done

**Tips**
- Experiment with new systems and allow for change as your role evolves
- Strategies for exploring new tools without a large investment of time

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**Trello**

![Trello screenshot](image-url)
Weekly Review in Trello

Khadijah Rich-Barber
Operations Coordinator, Recruitment Innovation Center

**Tools**
- Outlook Tasks Lists and Reminders
- One Note

**Tips**
- Consistency – engage your team through consistent and shared accountability
- Regular updates and reminders to keep everyone aware
Microsoft Outlook Task List

Johanna O’Dell
Team Lead for the Research Data Solutions group,
Office of Research Informatics

Tools
• Project Charters
• The Triple Constraint Model

Tips
• Establish transparency into the project plan and progress
• Identify and escalate risks as soon as possible.
Project Transparency using SmartSheet and the Duke SOM Wiki

Olivia Kohrman  
Clinical Research Coordinator, DOCR

**Tools**
- Evernote
- LastPass
- The classics – paper planner and a pen

**Tips**
- Utilizing Outlook rules to keep away distractions
Questions for the Panelists

Small Group Discussion and Networking