

Ultimate Project Management Toolkit

EVERYTHING YOU NEED TO LAUNCH AND MANAGE A PROJECT

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Task Overview					Tracking & Performance Details									
ID	Project Title	Status	Priority	Assignee	Start	End	Actual	Q1	Q2	Q3	Q4	Q5	Notes / Comments	
Project A														
TA-1	Task Title	Done	High	John	2023-01-01	2023-01-05	2023-01-05	100%	100%	100%	100%	100%	100%	Task description of task details with key insights and complete
TA-2	Task Title	Done	Medium	Jane	2023-01-01	2023-01-05	2023-01-05	100%	100%	100%	100%	100%	100%	Task description of task details with key insights and complete
TA-3	Task Title	Done	Low	Mike	2023-01-01	2023-01-05	2023-01-05	100%	100%	100%	100%	100%	100%	Task description of task details with key insights and complete
TA-4	Task Title	Done	High	Alice	2023-01-01	2023-01-05	2023-01-05	100%	100%	100%	100%	100%	100%	Task description of task details with key insights and complete
TA-5	Task Title	Done	Medium	Bob	2023-01-01	2023-01-05	2023-01-05	100%	100%	100%	100%	100%	100%	Task description of task details with key insights and complete
Project B														
TB-1	Task Title	Done	High	John	2023-01-01	2023-01-05	2023-01-05	100%	100%	100%	100%	100%	100%	Task description of task details with key insights and complete
TB-2	Task Title	Done	Medium	Jane	2023-01-01	2023-01-05	2023-01-05	100%	100%	100%	100%	100%	100%	Task description of task details with key insights and complete
TB-3	Task Title	Done	Low	Mike	2023-01-01	2023-01-05	2023-01-05	100%	100%	100%	100%	100%	100%	Task description of task details with key insights and complete
TB-4	Task Title	Done	High	Alice	2023-01-01	2023-01-05	2023-01-05	100%	100%	100%	100%	100%	100%	Task description of task details with key insights and complete
TB-5	Task Title	Done	Medium	Bob	2023-01-01	2023-01-05	2023-01-05	100%	100%	100%	100%	100%	100%	Task description of task details with key insights and complete
Project C														
TC-1	Task Title	Done	High	John	2023-01-01	2023-01-05	2023-01-05	100%	100%	100%	100%	100%	100%	Task description of task details with key insights and complete
TC-2	Task Title	Done	Medium	Jane	2023-01-01	2023-01-05	2023-01-05	100%	100%	100%	100%	100%	100%	Task description of task details with key insights and complete
TC-3	Task Title	Done	Low	Mike	2023-01-01	2023-01-05	2023-01-05	100%	100%	100%	100%	100%	100%	Task description of task details with key insights and complete
TC-4	Task Title	Done	High	Alice	2023-01-01	2023-01-05	2023-01-05	100%	100%	100%	100%	100%	100%	Task description of task details with key insights and complete
TC-5	Task Title	Done	Medium	Bob	2023-01-01	2023-01-05	2023-01-05	100%	100%	100%	100%	100%	100%	Task description of task details with key insights and complete
Project D														
TD-1	Task Title	Done	High	John	2023-01-01	2023-01-05	2023-01-05	100%	100%	100%	100%	100%	100%	Task description of task details with key insights and complete
TD-2	Task Title	Done	Medium	Jane	2023-01-01	2023-01-05	2023-01-05	100%	100%	100%	100%	100%	100%	Task description of task details with key insights and complete
TD-3	Task Title	Done	Low	Mike	2023-01-01	2023-01-05	2023-01-05	100%	100%	100%	100%	100%	100%	Task description of task details with key insights and complete
TD-4	Task Title	Done	High	Alice	2023-01-01	2023-01-05	2023-01-05	100%	100%	100%	100%	100%	100%	Task description of task details with key insights and complete
TD-5	Task Title	Done	Medium	Bob	2023-01-01	2023-01-05	2023-01-05	100%	100%	100%	100%	100%	100%	Task description of task details with key insights and complete

Project Management Tools Toolkit

Trish Melton



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