

Ultimate Project Management Toolkit

EVERYTHING YOU NEED TO LAUNCH AND MANAGE A PROJECT

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8 Templates



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Task Overview					Tracking & Performance Details												
ID	Project Name	Status	Priority	Assignee	Start	End	Actual	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Notes / Last Update	
Project A																	
TA-1	Task 1.1	Done	High	J. Doe	2023-01-01	2023-01-05	2023-01-05	100%	100%	100%	100%	100%	100%	100%	100%	100%	Task 1.1 completed on 2023-01-05.
TA-2	Task 1.2	Done	Medium	A. Smith	2023-01-01	2023-01-10	2023-01-10	100%	100%	100%	100%	100%	100%	100%	100%	100%	Task 1.2 completed on 2023-01-10.
TA-3	Task 1.3	Done	Low	M. Johnson	2023-01-01	2023-01-15	2023-01-15	100%	100%	100%	100%	100%	100%	100%	100%	100%	Task 1.3 completed on 2023-01-15.
TA-4	Task 1.4	Done	High	S. Lee	2023-01-01	2023-01-20	2023-01-20	100%	100%	100%	100%	100%	100%	100%	100%	100%	Task 1.4 completed on 2023-01-20.
TA-5	Task 1.5	Done	Medium	D. Kim	2023-01-01	2023-01-25	2023-01-25	100%	100%	100%	100%	100%	100%	100%	100%	100%	Task 1.5 completed on 2023-01-25.
Project B																	
TB-1	Task 2.1	Done	High	J. Doe	2023-02-01	2023-02-05	2023-02-05	100%	100%	100%	100%	100%	100%	100%	100%	100%	Task 2.1 completed on 2023-02-05.
TB-2	Task 2.2	Done	Medium	A. Smith	2023-02-01	2023-02-10	2023-02-10	100%	100%	100%	100%	100%	100%	100%	100%	100%	Task 2.2 completed on 2023-02-10.
TB-3	Task 2.3	Done	Low	M. Johnson	2023-02-01	2023-02-15	2023-02-15	100%	100%	100%	100%	100%	100%	100%	100%	100%	Task 2.3 completed on 2023-02-15.
TB-4	Task 2.4	Done	High	S. Lee	2023-02-01	2023-02-20	2023-02-20	100%	100%	100%	100%	100%	100%	100%	100%	100%	Task 2.4 completed on 2023-02-20.
TB-5	Task 2.5	Done	Medium	D. Kim	2023-02-01	2023-02-25	2023-02-25	100%	100%	100%	100%	100%	100%	100%	100%	100%	Task 2.5 completed on 2023-02-25.
Project C																	
TC-1	Task 3.1	Done	High	J. Doe	2023-03-01	2023-03-05	2023-03-05	100%	100%	100%	100%	100%	100%	100%	100%	100%	Task 3.1 completed on 2023-03-05.
TC-2	Task 3.2	Done	Medium	A. Smith	2023-03-01	2023-03-10	2023-03-10	100%	100%	100%	100%	100%	100%	100%	100%	100%	Task 3.2 completed on 2023-03-10.
TC-3	Task 3.3	Done	Low	M. Johnson	2023-03-01	2023-03-15	2023-03-15	100%	100%	100%	100%	100%	100%	100%	100%	100%	Task 3.3 completed on 2023-03-15.
TC-4	Task 3.4	Done	High	S. Lee	2023-03-01	2023-03-20	2023-03-20	100%	100%	100%	100%	100%	100%	100%	100%	100%	Task 3.4 completed on 2023-03-20.
TC-5	Task 3.5	Done	Medium	D. Kim	2023-03-01	2023-03-25	2023-03-25	100%	100%	100%	100%	100%	100%	100%	100%	100%	Task 3.5 completed on 2023-03-25.
Project D																	
TD-1	Task 4.1	Done	High	J. Doe	2023-04-01	2023-04-05	2023-04-05	100%	100%	100%	100%	100%	100%	100%	100%	100%	Task 4.1 completed on 2023-04-05.
TD-2	Task 4.2	Done	Medium	A. Smith	2023-04-01	2023-04-10	2023-04-10	100%	100%	100%	100%	100%	100%	100%	100%	100%	Task 4.2 completed on 2023-04-10.
TD-3	Task 4.3	Done	Low	M. Johnson	2023-04-01	2023-04-15	2023-04-15	100%	100%	100%	100%	100%	100%	100%	100%	100%	Task 4.3 completed on 2023-04-15.
TD-4	Task 4.4	Done	High	S. Lee	2023-04-01	2023-04-20	2023-04-20	100%	100%	100%	100%	100%	100%	100%	100%	100%	Task 4.4 completed on 2023-04-20.
TD-5	Task 4.5	Done	Medium	D. Kim	2023-04-01	2023-04-25	2023-04-25	100%	100%	100%	100%	100%	100%	100%	100%	100%	Task 4.5 completed on 2023-04-25.

Toolkit Project Management Tools

A Gutmann



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