

Ultimate Project Management Toolkit

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Task Overview					Tracking & Performance Details									
ID	Project Name	Status	Priority	Assignee	Start Date	End Date	Progress %	Q1	Q2	Q3	Q4	Q5	Overall Avg Score	Comments
Project A														
TA-001	Task Title Description	Done	High	J	2023-01-01	2023-01-05	100%	100%	100%	100%	100%	100%	100%	Best description of task details with key performance indicators complete
TA-002	Task Title Description	Done	Medium	M	2023-01-01	2023-01-05	100%	100%	100%	100%	100%	100%	100%	Best description of task details with key performance indicators complete
TA-003	Task Title Description	Done	Low	L	2023-01-01	2023-01-05	100%	100%	100%	100%	100%	100%	100%	Best description of task details with key performance indicators complete
TA-004	Task Title Description	Done	High	H	2023-01-01	2023-01-05	100%	100%	100%	100%	100%	100%	100%	Best description of task details with key performance indicators complete
TA-005	Task Title Description	Done	Medium	M	2023-01-01	2023-01-05	100%	100%	100%	100%	100%	100%	100%	Best description of task details with key performance indicators complete
Project B														
TB-001	Task Title Description	Done	High	J	2023-01-01	2023-01-05	100%	100%	100%	100%	100%	100%	100%	Best description of task details with key performance indicators complete
TB-002	Task Title Description	Done	Medium	M	2023-01-01	2023-01-05	100%	100%	100%	100%	100%	100%	100%	Best description of task details with key performance indicators complete
TB-003	Task Title Description	Done	Low	L	2023-01-01	2023-01-05	100%	100%	100%	100%	100%	100%	100%	Best description of task details with key performance indicators complete
TB-004	Task Title Description	Done	High	H	2023-01-01	2023-01-05	100%	100%	100%	100%	100%	100%	100%	Best description of task details with key performance indicators complete
TB-005	Task Title Description	Done	Medium	M	2023-01-01	2023-01-05	100%	100%	100%	100%	100%	100%	100%	Best description of task details with key performance indicators complete
Project C														
TC-001	Task Title Description	Done	High	J	2023-01-01	2023-01-05	100%	100%	100%	100%	100%	100%	100%	Best description of task details with key performance indicators complete
TC-002	Task Title Description	Done	Medium	M	2023-01-01	2023-01-05	100%	100%	100%	100%	100%	100%	100%	Best description of task details with key performance indicators complete
TC-003	Task Title Description	Done	Low	L	2023-01-01	2023-01-05	100%	100%	100%	100%	100%	100%	100%	Best description of task details with key performance indicators complete
TC-004	Task Title Description	Done	High	H	2023-01-01	2023-01-05	100%	100%	100%	100%	100%	100%	100%	Best description of task details with key performance indicators complete
TC-005	Task Title Description	Done	Medium	M	2023-01-01	2023-01-05	100%	100%	100%	100%	100%	100%	100%	Best description of task details with key performance indicators complete
Project D														
TD-001	Task Title Description	Done	High	J	2023-01-01	2023-01-05	100%	100%	100%	100%	100%	100%	100%	Best description of task details with key performance indicators complete
TD-002	Task Title Description	Done	Medium	M	2023-01-01	2023-01-05	100%	100%	100%	100%	100%	100%	100%	Best description of task details with key performance indicators complete
TD-003	Task Title Description	Done	Low	L	2023-01-01	2023-01-05	100%	100%	100%	100%	100%	100%	100%	Best description of task details with key performance indicators complete
TD-004	Task Title Description	Done	High	H	2023-01-01	2023-01-05	100%	100%	100%	100%	100%	100%	100%	Best description of task details with key performance indicators complete
TD-005	Task Title Description	Done	Medium	M	2023-01-01	2023-01-05	100%	100%	100%	100%	100%	100%	100%	Best description of task details with key performance indicators complete

Toolkit Project Management Tools

David I. Cleland



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a better chance of success if you have a handle the basic concepts Having a few tools in your kit might be helpful as well but here s pretty much what it s all about Recognize that there may be uncertainty about the occurrence of future events or their effect on the project think about what could happen and what you might be able to do about it and put together and implement if necessary a plan to do something about it This book is for among others Someone with little or no project management experience Someone with enough experience to know they need help additional things for their project management toolkit Small businesses and organizations project management templates and methods geared towards your low cost low maintenance needs

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