

Ultimate Project Management Toolkit

EVERYTHING YOU NEED TO LAUNCH AND MANAGE A PROJECT

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Task Overview					Tracking & Performance Details										
ID	Project Name	Status	Priority	Due Date	Owner	Assigned To	Start Date	End Date	Progress %	Completion Date	Actual Cost	Budget	Variance	Notes	Comments
Task List #1															
P1-1	Task Title Description	Pending	Low	2024-05-15	John Doe	Jane Smith	2024-05-01	2024-05-15	75%	2024-05-15	\$1,200	\$1,000	\$200	Task description of task objective and key deliverables are complete	
P1-2	Task Title Description	Pending	Medium	2024-05-20	John Doe	Jane Smith	2024-05-01	2024-05-20	50%	2024-05-20	\$800	\$800	\$0	Task description of task objective and key deliverables are complete	
P1-3	Task Title Description	Pending	High	2024-05-10	John Doe	Jane Smith	2024-05-01	2024-05-10	90%	2024-05-10	\$500	\$500	\$0	Task description of task objective and key deliverables are complete	
P1-4	Task Title Description	Pending	Low	2024-05-25	John Doe	Jane Smith	2024-05-01	2024-05-25	20%	2024-05-25	\$300	\$300	\$0	Task description of task objective and key deliverables are complete	
P1-5	Task Title Description	Pending	Medium	2024-05-18	John Doe	Jane Smith	2024-05-01	2024-05-18	60%	2024-05-18	\$400	\$400	\$0	Task description of task objective and key deliverables are complete	
Task List #2															
P2-1	Task Title Description	Pending	Low	2024-06-01	John Doe	Jane Smith	2024-05-15	2024-06-01	40%	2024-06-01	\$900	\$900	\$0	Task description of task objective and key deliverables are complete	
P2-2	Task Title Description	Pending	Medium	2024-06-05	John Doe	Jane Smith	2024-05-15	2024-06-05	30%	2024-06-05	\$700	\$700	\$0	Task description of task objective and key deliverables are complete	
P2-3	Task Title Description	Pending	High	2024-05-28	John Doe	Jane Smith	2024-05-15	2024-05-28	80%	2024-05-28	\$600	\$600	\$0	Task description of task objective and key deliverables are complete	
P2-4	Task Title Description	Pending	Low	2024-06-10	John Doe	Jane Smith	2024-05-15	2024-06-10	10%	2024-06-10	\$200	\$200	\$0	Task description of task objective and key deliverables are complete	
P2-5	Task Title Description	Pending	Medium	2024-06-03	John Doe	Jane Smith	2024-05-15	2024-06-03	55%	2024-06-03	\$450	\$450	\$0	Task description of task objective and key deliverables are complete	
Task List #3															
P3-1	Task Title Description	Pending	Low	2024-06-15	John Doe	Jane Smith	2024-06-01	2024-06-15	25%	2024-06-15	\$1,100	\$1,100	\$0	Task description of task objective and key deliverables are complete	
P3-2	Task Title Description	Pending	Medium	2024-06-20	John Doe	Jane Smith	2024-06-01	2024-06-20	15%	2024-06-20	\$900	\$900	\$0	Task description of task objective and key deliverables are complete	
P3-3	Task Title Description	Pending	High	2024-06-10	John Doe	Jane Smith	2024-06-01	2024-06-10	70%	2024-06-10	\$700	\$700	\$0	Task description of task objective and key deliverables are complete	
P3-4	Task Title Description	Pending	Low	2024-06-25	John Doe	Jane Smith	2024-06-01	2024-06-25	5%	2024-06-25	\$300	\$300	\$0	Task description of task objective and key deliverables are complete	
P3-5	Task Title Description	Pending	Medium	2024-06-18	John Doe	Jane Smith	2024-06-01	2024-06-18	45%	2024-06-18	\$550	\$550	\$0	Task description of task objective and key deliverables are complete	
Task List #4															
P4-1	Task Title Description	Pending	Low	2024-06-30	John Doe	Jane Smith	2024-06-15	2024-06-30	10%	2024-06-30	\$1,300	\$1,300	\$0	Task description of task objective and key deliverables are complete	
P4-2	Task Title Description	Pending	Medium	2024-07-05	John Doe	Jane Smith	2024-06-15	2024-07-05	5%	2024-07-05	\$1,100	\$1,100	\$0	Task description of task objective and key deliverables are complete	
P4-3	Task Title Description	Pending	High	2024-06-25	John Doe	Jane Smith	2024-06-15	2024-06-25	65%	2024-06-25	\$850	\$850	\$0	Task description of task objective and key deliverables are complete	
P4-4	Task Title Description	Pending	Low	2024-07-10	John Doe	Jane Smith	2024-06-15	2024-07-10	0%	2024-07-10	\$400	\$400	\$0	Task description of task objective and key deliverables are complete	
P4-5	Task Title Description	Pending	Medium	2024-06-28	John Doe	Jane Smith	2024-06-15	2024-06-28	35%	2024-06-28	\$650	\$650	\$0	Task description of task objective and key deliverables are complete	

Toolkit Project Management Tools

RD Boyd



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Pallas, 2018-09-20 *The Perfect LITTLE Project Management Toolkit* is a user friendly reference guide that fully equips you with all of the fundamental knowledge and tools you would need to manage almost ANY team based project successfully

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