

Ultimate Project Management Toolkit

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Task Overview					Tracking & Performance Details										
ID	Project Title	Status	Priority	Assignee	ID	Start Date	End Date	Actuals	Q1	Q2	Q3	Q4	Q5	Notes / Last Update	
Project A															
TA-1	Task Title	Done	High	John	Progress	2023-01-01	2023-01-15	100%	100%	100%	100%	100%	100%	Task description of task details with key insights and complete	
TA-2	Task Title	Done	Medium	Jane	Progress	2023-01-01	2023-01-15	100%	100%	100%	100%	100%	100%	Task description of task details with key insights and complete	
TA-3	Task Title	Done	Low	Mike	Progress	2023-01-01	2023-01-15	100%	100%	100%	100%	100%	100%	Task description of task details with key insights and complete	
TA-4	Task Title	Done	High	Sarah	Progress	2023-01-01	2023-01-15	100%	100%	100%	100%	100%	100%	Task description of task details with key insights and complete	
TA-5	Task Title	Done	Medium	David	Progress	2023-01-01	2023-01-15	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	Progress	2023-01-01	2023-01-15	100%	100%	100%	100%	100%	100%	Task description of task details with key insights and complete	
TB-2	Task Title	Done	Medium	Jane	Progress	2023-01-01	2023-01-15	100%	100%	100%	100%	100%	100%	Task description of task details with key insights and complete	
TB-3	Task Title	Done	Low	Mike	Progress	2023-01-01	2023-01-15	100%	100%	100%	100%	100%	100%	Task description of task details with key insights and complete	
TB-4	Task Title	Done	High	Sarah	Progress	2023-01-01	2023-01-15	100%	100%	100%	100%	100%	100%	Task description of task details with key insights and complete	
TB-5	Task Title	Done	Medium	David	Progress	2023-01-01	2023-01-15	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	Progress	2023-01-01	2023-01-15	100%	100%	100%	100%	100%	100%	Task description of task details with key insights and complete	
TC-2	Task Title	Done	Medium	Jane	Progress	2023-01-01	2023-01-15	100%	100%	100%	100%	100%	100%	Task description of task details with key insights and complete	
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TC-5	Task Title	Done	Medium	David	Progress	2023-01-01	2023-01-15	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	Progress	2023-01-01	2023-01-15	100%	100%	100%	100%	100%	100%	Task description of task details with key insights and complete	
TD-2	Task Title	Done	Medium	Jane	Progress	2023-01-01	2023-01-15	100%	100%	100%	100%	100%	100%	Task description of task details with key insights and complete	
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TD-5	Task Title	Done	Medium	David	Progress	2023-01-01	2023-01-15	100%	100%	100%	100%	100%	100%	Task description of task details with key insights and complete	

Project Management Tools Toolkit

DP Hallahan



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Plan and Track Project Work R. L. Stewart,2014-10-05 Step by step how to break down the things that need to be done to complete a project put it into the form of a project plan and then track project status to get the job done Beginners as well as those with project experience will find useful actionable project planning and tracking steps in this little book Start by downloading no cost free inclusive an Excel based project planning and tracking template Open the book and step through project planning and tracking what how and why organized around easy to use project tools templates to help you with Project work planning organize your planned work work breakdown structure and make work assignments Project work estimates figure out what it s going to take to do the work Project budget construct a project budget and track project cost Project status enter actual dates actual work and actual project costs so you can track project status through to project completion Use the template to follow along and see how things can be done without getting all tied up in knots with project management software I include a lot of images with numbered step by step instructions You may want to refer to your template or enter some information to see how it works Make a copy of the template before you start plugging stuff in so you don t forget and save the template with your messing around data in it Yes you probably need some tools to get the job done but there s no reason to get wrapped around the axle by some sort of project management software that is a overkill for what you are trying to accomplish b the wrong size and shape for what you need to do or c both Here are some options for coming up with right sized project planning and tracking tools that fit your needs 1 Add features to the free template based on examples and descriptions in the book 2 Or build your own tools based on the information in the book 3 Or purchase the for sale version for a few bucks save yourself a lot of time

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