

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 | 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 | B. 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 | C. Williams | 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. Brown | 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 | B. 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 | C. Williams | 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. Brown | 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 | B. 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 | C. Williams | 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. Brown | 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 | B. 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 | C. Williams | 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. Brown | 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 |

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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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Small to Medium Sized Projects John J. Rakos,1990 M CREATED *Project Management Best Practices* Harold Kerzner,2006-07-12 Project Management Best Practices focuses on such companies as Computer Associates Symcor and Satyam It presents new information from companies who have been unheard from in the past though they represent some of the largest growth areas in the world today **Field Guide to Project Management** David I. Cleland,2004-07-29 Publisher Description **Java 2 Micro Edition Application Development** Michael Kroll,Stefan Haustein,2002 The first book to cover Personal Digital Assistant Profile PDAP the soon to be released primary development model for handheld devices

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