

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 Date	End Date	Progress	On Track	At Risk	Delayed	Over Budget	Under Budget	On Schedule	Off Schedule
Project A														
TA-001	Task One Description	Done	Low	J. Doe	2024-01-01	2024-01-05	100%	Yes	No	No	No	No	Yes	No
TA-002	Task Two Description	Done	Medium	A. Smith	2024-01-06	2024-01-10	100%	Yes	No	No	No	No	Yes	No
TA-003	Task Three Description	Done	High	M. Johnson	2024-01-11	2024-01-15	100%	Yes	No	No	No	No	Yes	No
TA-004	Task Four Description	Done	Low	S. Lee	2024-01-16	2024-01-20	100%	Yes	No	No	No	No	Yes	No
TA-005	Task Five Description	Done	Medium	C. Brown	2024-01-21	2024-01-25	100%	Yes	No	No	No	No	Yes	No
Project B														
TB-001	Task One Description	Done	Low	J. Doe	2024-02-01	2024-02-05	100%	Yes	No	No	No	No	Yes	No
TB-002	Task Two Description	Done	Medium	A. Smith	2024-02-06	2024-02-10	100%	Yes	No	No	No	No	Yes	No
TB-003	Task Three Description	Done	High	M. Johnson	2024-02-11	2024-02-15	100%	Yes	No	No	No	No	Yes	No
TB-004	Task Four Description	Done	Low	S. Lee	2024-02-16	2024-02-20	100%	Yes	No	No	No	No	Yes	No
TB-005	Task Five Description	Done	Medium	C. Brown	2024-02-21	2024-02-25	100%	Yes	No	No	No	No	Yes	No
Project C														
TC-001	Task One Description	Done	Low	J. Doe	2024-03-01	2024-03-05	100%	Yes	No	No	No	No	Yes	No
TC-002	Task Two Description	Done	Medium	A. Smith	2024-03-06	2024-03-10	100%	Yes	No	No	No	No	Yes	No
TC-003	Task Three Description	Done	High	M. Johnson	2024-03-11	2024-03-15	100%	Yes	No	No	No	No	Yes	No
TC-004	Task Four Description	Done	Low	S. Lee	2024-03-16	2024-03-20	100%	Yes	No	No	No	No	Yes	No
TC-005	Task Five Description	Done	Medium	C. Brown	2024-03-21	2024-03-25	100%	Yes	No	No	No	No	Yes	No
Project D														
TD-001	Task One Description	Done	Low	J. Doe	2024-04-01	2024-04-05	100%	Yes	No	No	No	No	Yes	No
TD-002	Task Two Description	Done	Medium	A. Smith	2024-04-06	2024-04-10	100%	Yes	No	No	No	No	Yes	No
TD-003	Task Three Description	Done	High	M. Johnson	2024-04-11	2024-04-15	100%	Yes	No	No	No	No	Yes	No
TD-004	Task Four Description	Done	Low	S. Lee	2024-04-16	2024-04-20	100%	Yes	No	No	No	No	Yes	No
TD-005	Task Five Description	Done	Medium	C. Brown	2024-04-21	2024-04-25	100%	Yes	No	No	No	No	Yes	No
Project E														
TE-001	Task One Description	Done	Low	J. Doe	2024-05-01	2024-05-05	100%	Yes	No	No	No	No	Yes	No
TE-002	Task Two Description	Done	Medium	A. Smith	2024-05-06	2024-05-10	100%	Yes	No	No	No	No	Yes	No
TE-003	Task Three Description	Done	High	M. Johnson	2024-05-11	2024-05-15	100%	Yes	No	No	No	No	Yes	No
TE-004	Task Four Description	Done	Low	S. Lee	2024-05-16	2024-05-20	100%	Yes	No	No	No	No	Yes	No
TE-005	Task Five Description	Done	Medium	C. Brown	2024-05-21	2024-05-25	100%	Yes	No	No	No	No	Yes	No

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**Food and Agriculture Organization of
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Project Management for Health Care Professionals Kathleen Roberts, Carole Ludvigsen, 1998

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Tool Kit for Rapid Economic Assessment, Planning, and Development of Cities in Asia Brian H. Roberts, 2015

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