

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		
Project A															
TA-001	Task Title	Done	High	John	2023-01-01	2023-01-05	100%	95	90	85	80	75	85	85	
TA-002	Task Title	Done	Medium	Jane	2023-01-01	2023-01-05	100%	90	85	80	75	70	80	80	
TA-003	Task Title	Done	Low	Mike	2023-01-01	2023-01-05	100%	85	80	75	70	65	75	75	
TA-004	Task Title	Done	High	Sarah	2023-01-01	2023-01-05	100%	90	85	80	75	70	80	80	
TA-005	Task Title	Done	Medium	David	2023-01-01	2023-01-05	100%	85	80	75	70	65	75	75	
Project B															
TB-001	Task Title	Done	High	John	2023-01-01	2023-01-05	100%	95	90	85	80	75	85	85	
TB-002	Task Title	Done	Medium	Jane	2023-01-01	2023-01-05	100%	90	85	80	75	70	80	80	
TB-003	Task Title	Done	Low	Mike	2023-01-01	2023-01-05	100%	85	80	75	70	65	75	75	
TB-004	Task Title	Done	High	Sarah	2023-01-01	2023-01-05	100%	90	85	80	75	70	80	80	
TB-005	Task Title	Done	Medium	David	2023-01-01	2023-01-05	100%	85	80	75	70	65	75	75	
Project C															
TC-001	Task Title	Done	High	John	2023-01-01	2023-01-05	100%	95	90	85	80	75	85	85	
TC-002	Task Title	Done	Medium	Jane	2023-01-01	2023-01-05	100%	90	85	80	75	70	80	80	
TC-003	Task Title	Done	Low	Mike	2023-01-01	2023-01-05	100%	85	80	75	70	65	75	75	
TC-004	Task Title	Done	High	Sarah	2023-01-01	2023-01-05	100%	90	85	80	75	70	80	80	
TC-005	Task Title	Done	Medium	David	2023-01-01	2023-01-05	100%	85	80	75	70	65	75	75	
Project D															
TD-001	Task Title	Done	High	John	2023-01-01	2023-01-05	100%	95	90	85	80	75	85	85	
TD-002	Task Title	Done	Medium	Jane	2023-01-01	2023-01-05	100%	90	85	80	75	70	80	80	
TD-003	Task Title	Done	Low	Mike	2023-01-01	2023-01-05	100%	85	80	75	70	65	75	75	
TD-004	Task Title	Done	High	Sarah	2023-01-01	2023-01-05	100%	90	85	80	75	70	80	80	
TD-005	Task Title	Done	Medium	David	2023-01-01	2023-01-05	100%	85	80	75	70	65	75	75	

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**Course Technology, Gary B.
Shelly, Thomas J. Cashman, Harry J.
Rosenblatt**

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managing each of the project value add stages Developing a business case Robust planning Staying in control Delivering benefits Focussed on the needs of engineering and other technical project managers but generic enough to support projects in other areas Brief and visually led the Toolkit is designed to get you up and running fast and to increase the certainty of a positive project outcome from day one Comprehensive real world case studies demonstrate the use of tools Supported by downloadable online project planning templates that enable the techniques developed in the book to be applied in practice Project Management Toolkit introduces the whole project life cycle It is the first of four project management titles that separately build skills in critical PM areas and together provide a powerful project management resource Focussed on the needs of engineering and other technical project managers this book recognises that most non routine work completed by an organization is a project A practical hands on guide to aid those tasked with real industry projects not a lengthy theoretical textbook it gets to the point and delivers REAL benefits Fully supported by online project planning and delivery tools templates workflow organizers and data sheets the book is suitable for both career project managers and those involved with projects intermittently *The Perfect Little Project Management Toolkit* Jackson 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 **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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