

# Ultimate Project Management Toolkit

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Task Overview					Tracking & Performance Details										
ID	Project Title	Status	Priority	Assignee	Start Date	End Date	Progress %	Q1	Q2	Q3	Q4	Q5	Overall Avg Score	Comments	
Project A															
TA-1	Task Title	Done	High	J. Doe	2023-01-01	2023-01-05	100%	95	90	85	80	75	85	Best description of task details with key insights and complete	
TA-2	Task Title	Done	Medium	J. Doe	2023-01-06	2023-01-10	100%	90	85	80	75	70	80	Best description of task details with key insights and complete	
TA-3	Task Title	Done	Low	J. Doe	2023-01-11	2023-01-15	100%	85	80	75	70	65	75	Best description of task details with key insights and complete	
TA-4	Task Title	Done	High	J. Doe	2023-01-16	2023-01-20	100%	80	75	70	65	60	70	Best description of task details with key insights and complete	
TA-5	Task Title	Done	Medium	J. Doe	2023-01-21	2023-01-25	100%	75	70	65	60	55	65	Best description of task details with key insights and complete	
Project B															
TB-1	Task Title	Done	High	J. Doe	2023-02-01	2023-02-05	100%	95	90	85	80	75	85	Best description of task details with key insights and complete	
TB-2	Task Title	Done	Medium	J. Doe	2023-02-06	2023-02-10	100%	90	85	80	75	70	80	Best description of task details with key insights and complete	
TB-3	Task Title	Done	Low	J. Doe	2023-02-11	2023-02-15	100%	85	80	75	70	65	75	Best description of task details with key insights and complete	
TB-4	Task Title	Done	High	J. Doe	2023-02-16	2023-02-20	100%	80	75	70	65	60	70	Best description of task details with key insights and complete	
TB-5	Task Title	Done	Medium	J. Doe	2023-02-21	2023-02-25	100%	75	70	65	60	55	65	Best description of task details with key insights and complete	
Project C															
TC-1	Task Title	Done	High	J. Doe	2023-03-01	2023-03-05	100%	95	90	85	80	75	85	Best description of task details with key insights and complete	
TC-2	Task Title	Done	Medium	J. Doe	2023-03-06	2023-03-10	100%	90	85	80	75	70	80	Best description of task details with key insights and complete	
TC-3	Task Title	Done	Low	J. Doe	2023-03-11	2023-03-15	100%	85	80	75	70	65	75	Best description of task details with key insights and complete	
TC-4	Task Title	Done	High	J. Doe	2023-03-16	2023-03-20	100%	80	75	70	65	60	70	Best description of task details with key insights and complete	
TC-5	Task Title	Done	Medium	J. Doe	2023-03-21	2023-03-25	100%	75	70	65	60	55	65	Best description of task details with key insights and complete	
Project D															
TD-1	Task Title	Done	High	J. Doe	2023-04-01	2023-04-05	100%	95	90	85	80	75	85	Best description of task details with key insights and complete	
TD-2	Task Title	Done	Medium	J. Doe	2023-04-06	2023-04-10	100%	90	85	80	75	70	80	Best description of task details with key insights and complete	
TD-3	Task Title	Done	Low	J. Doe	2023-04-11	2023-04-15	100%	85	80	75	70	65	75	Best description of task details with key insights and complete	
TD-4	Task Title	Done	High	J. Doe	2023-04-16	2023-04-20	100%	80	75	70	65	60	70	Best description of task details with key insights and complete	
TD-5	Task Title	Done	Medium	J. Doe	2023-04-21	2023-04-25	100%	75	70	65	60	55	65	Best description of task details with key insights and complete	

# Project Management Tools Toolkit

**Kathleen Armour**



## **Project Management Tools Toolkit:**

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