

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 % | Q1 | Q2 | Q3 | Q4 | Q5 | Overall Avg Score | |
| Project A | | | | | | | | | | | | | | |
| TA-1 | Task 1.1 | Done | High | J. Doe | 2023-01-01 | 2023-01-05 | 100% | 95 | 90 | 85 | 80 | 75 | 85 | |
| TA-2 | Task 1.2 | Done | Medium | A. Smith | 2023-01-01 | 2023-01-05 | 100% | 90 | 85 | 80 | 75 | 70 | 80 | |
| TA-3 | Task 1.3 | Done | Low | M. Johnson | 2023-01-01 | 2023-01-05 | 100% | 85 | 80 | 75 | 70 | 65 | 75 | |
| TA-4 | Task 1.4 | Done | High | S. Lee | 2023-01-01 | 2023-01-05 | 100% | 80 | 75 | 70 | 65 | 60 | 70 | |
| TA-5 | Task 1.5 | Done | Medium | D. Kim | 2023-01-01 | 2023-01-05 | 100% | 75 | 70 | 65 | 60 | 55 | 65 | |
| Project B | | | | | | | | | | | | | | |
| TB-1 | Task 2.1 | Done | High | J. Doe | 2023-01-06 | 2023-01-10 | 100% | 95 | 90 | 85 | 80 | 75 | 85 | |
| TB-2 | Task 2.2 | Done | Medium | A. Smith | 2023-01-06 | 2023-01-10 | 100% | 90 | 85 | 80 | 75 | 70 | 80 | |
| TB-3 | Task 2.3 | Done | Low | M. Johnson | 2023-01-06 | 2023-01-10 | 100% | 85 | 80 | 75 | 70 | 65 | 75 | |
| TB-4 | Task 2.4 | Done | High | S. Lee | 2023-01-06 | 2023-01-10 | 100% | 80 | 75 | 70 | 65 | 60 | 70 | |
| TB-5 | Task 2.5 | Done | Medium | D. Kim | 2023-01-06 | 2023-01-10 | 100% | 75 | 70 | 65 | 60 | 55 | 65 | |
| Project C | | | | | | | | | | | | | | |
| TC-1 | Task 3.1 | Done | High | J. Doe | 2023-01-11 | 2023-01-15 | 100% | 95 | 90 | 85 | 80 | 75 | 85 | |
| TC-2 | Task 3.2 | Done | Medium | A. Smith | 2023-01-11 | 2023-01-15 | 100% | 90 | 85 | 80 | 75 | 70 | 80 | |
| TC-3 | Task 3.3 | Done | Low | M. Johnson | 2023-01-11 | 2023-01-15 | 100% | 85 | 80 | 75 | 70 | 65 | 75 | |
| TC-4 | Task 3.4 | Done | High | S. Lee | 2023-01-11 | 2023-01-15 | 100% | 80 | 75 | 70 | 65 | 60 | 70 | |
| TC-5 | Task 3.5 | Done | Medium | D. Kim | 2023-01-11 | 2023-01-15 | 100% | 75 | 70 | 65 | 60 | 55 | 65 | |
| Project D | | | | | | | | | | | | | | |
| TD-1 | Task 4.1 | Done | High | J. Doe | 2023-01-16 | 2023-01-20 | 100% | 95 | 90 | 85 | 80 | 75 | 85 | |
| TD-2 | Task 4.2 | Done | Medium | A. Smith | 2023-01-16 | 2023-01-20 | 100% | 90 | 85 | 80 | 75 | 70 | 80 | |
| TD-3 | Task 4.3 | Done | Low | M. Johnson | 2023-01-16 | 2023-01-20 | 100% | 85 | 80 | 75 | 70 | 65 | 75 | |
| TD-4 | Task 4.4 | Done | High | S. Lee | 2023-01-16 | 2023-01-20 | 100% | 80 | 75 | 70 | 65 | 60 | 70 | |
| TD-5 | Task 4.5 | Done | Medium | D. Kim | 2023-01-16 | 2023-01-20 | 100% | 75 | 70 | 65 | 60 | 55 | 65 | |

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Project Management ToolBox Cynthia Snyder Dionisio, Russ J. Martinelli, 2024-12-06 Comprehensive on the go toolkit for professional project managers updated to reflect the tools necessary for today s predictive adaptive hybrid work environment Project Management ToolBox is a go to reference for on the job project managers and advanced students of project management providing a contemporary set of tools and explaining each tool s purpose and intention development customization and variations Examples tips and variations guide readers through the application of these tools The Third Edition led by bestselling project management author Cynthia Snyder Dionisio has been updated to offer a contemporary set of tools to reflect changes in project management learning and practice This edition includes several new chapters that reflect today s predictive adaptive and hybrid work environment New content includes the project canvas project roadmap procurement strategy risk responses and more The book is structured to follow the flow of projects starting with project selection project origination planning implementation monitoring and closure Within each section there is a wealth of tools examples tips and variations to tailor the use of the tools Sample topics covered in Project Management ToolBox include Economic methods such as payback time net present value and internal rate of return Identifying analyzing and communicating with project stakeholders Plans for eliciting managing and specifying requirements along with a matrix to tracing requirements Work breakdown structures network diagrams critical path method and critical chain method Exploring emerging topics within the world of project management and keeping up to date on the latest most relevant subject areas Project Management ToolBox is a must have resource that enables project managers to improve outcomes deliver quality products and meet stakeholder expectations

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