

Ultimate Project Management Toolkit

EVERYTHING YOU NEED TO LAUNCH AND MANAGE A PROJECT

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Task Overview					Tracking & Performance Details										
ID	Project Title	Status	Priority	Assignee	ID	Start Date	End Date	Actuals	Q1	Q2	Q3	Q4	Q5	Notes / Last Update	
Project A															
TA-1	Task Title	Done	High	John	100%	2023-01-01	2023-01-05	100%	100%	100%	100%	100%	100%	Task description of task details with key insights and complete	
TA-2	Task Title	Done	Medium	Jane	100%	2023-01-01	2023-01-05	100%	100%	100%	100%	100%	100%	Task description of task details with key insights and complete	
TA-3	Task Title	Done	Low	Mike	100%	2023-01-01	2023-01-05	100%	100%	100%	100%	100%	100%	Task description of task details with key insights and complete	
TA-4	Task Title	Done	High	Sarah	100%	2023-01-01	2023-01-05	100%	100%	100%	100%	100%	100%	Task description of task details with key insights and complete	
TA-5	Task Title	Done	Medium	David	100%	2023-01-01	2023-01-05	100%	100%	100%	100%	100%	100%	Task description of task details with key insights and complete	
Project B															
TB-1	Task Title	Done	High	John	100%	2023-01-01	2023-01-05	100%	100%	100%	100%	100%	100%	Task description of task details with key insights and complete	
TB-2	Task Title	Done	Medium	Jane	100%	2023-01-01	2023-01-05	100%	100%	100%	100%	100%	100%	Task description of task details with key insights and complete	
TB-3	Task Title	Done	Low	Mike	100%	2023-01-01	2023-01-05	100%	100%	100%	100%	100%	100%	Task description of task details with key insights and complete	
TB-4	Task Title	Done	High	Sarah	100%	2023-01-01	2023-01-05	100%	100%	100%	100%	100%	100%	Task description of task details with key insights and complete	
TB-5	Task Title	Done	Medium	David	100%	2023-01-01	2023-01-05	100%	100%	100%	100%	100%	100%	Task description of task details with key insights and complete	
Project C															
TC-1	Task Title	Done	High	John	100%	2023-01-01	2023-01-05	100%	100%	100%	100%	100%	100%	Task description of task details with key insights and complete	
TC-2	Task Title	Done	Medium	Jane	100%	2023-01-01	2023-01-05	100%	100%	100%	100%	100%	100%	Task description of task details with key insights and complete	
TC-3	Task Title	Done	Low	Mike	100%	2023-01-01	2023-01-05	100%	100%	100%	100%	100%	100%	Task description of task details with key insights and complete	
TC-4	Task Title	Done	High	Sarah	100%	2023-01-01	2023-01-05	100%	100%	100%	100%	100%	100%	Task description of task details with key insights and complete	
TC-5	Task Title	Done	Medium	David	100%	2023-01-01	2023-01-05	100%	100%	100%	100%	100%	100%	Task description of task details with key insights and complete	
Project D															
TD-1	Task Title	Done	High	John	100%	2023-01-01	2023-01-05	100%	100%	100%	100%	100%	100%	Task description of task details with key insights and complete	
TD-2	Task Title	Done	Medium	Jane	100%	2023-01-01	2023-01-05	100%	100%	100%	100%	100%	100%	Task description of task details with key insights and complete	
TD-3	Task Title	Done	Low	Mike	100%	2023-01-01	2023-01-05	100%	100%	100%	100%	100%	100%	Task description of task details with key insights and complete	
TD-4	Task Title	Done	High	Sarah	100%	2023-01-01	2023-01-05	100%	100%	100%	100%	100%	100%	Task description of task details with key insights and complete	
TD-5	Task Title	Done	Medium	David	100%	2023-01-01	2023-01-05	100%	100%	100%	100%	100%	100%	Task description of task details with key insights and complete	

Project Management Tools Toolkit

Jin-Ying Zhang



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