

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 | K. Brown | 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 | K. Brown | 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 | K. Brown | 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 | K. Brown | 2023-01-16 | 2023-01-20 | 100% | 75 | 70 | 65 | 60 | 55 | 65 | |

Project Management Tools Toolkit

Lingsheng Yao



Project Management Tools Toolkit:

The Project Management Tool Kit Tom KENDRICK,2010-04-20 Today s projects are more complex and challenging than ever and project managers need all the help they can get to succeed amid shifting priorities interruptions inadequate funding expectations of multiple stakeholders and other obstacles A practical on the job resource for project managers in any industry this fully revised and updated edition of The Project Management Tool Kit is packed with results oriented practical tips on Activity definition and delegation Estimating and refining project schedules and risks Resource planning and funding Selecting and using project metrics Documentation and project monitoring Working with new teams and new technology Handling inherited projects Forecasting project completion Special situations contingencies and project cancellations Project cause and effect analysis And much more Complete with checklists examples and clear graphics The Project Management Tool Kit offers 100 practical use them now strategies for mastering any project challenge *Project Management ToolBox* Russ J. Martinelli,Dragan Z. Milosevic,2016-01-05 Boost your performance with improved project management tactics *Project Management ToolBox Tools and Techniques for the Practicing Project Manager Second Edition* offers a succinct explanation of when where and how to use project management resources to enhance your work With updated content that reflects key advances in the project management field including planning implementation control cost and scheduling this revised text offers added material that covers relevant topics such as agility change management governance reporting and risk management This comprehensive resource provides a contemporary set of tools explaining each tool s purpose and intention development customization and variations and benefits and disadvantages Additionally examples tips and milestone checks guide you through the application of these tools helping you practically apply the information you learn Effective project management can support a company in increasing market share improving the quality of products and enhancing customer service With so many aspects of project management changing as the business world continues to evolve it is critical that you stay up to date on the latest topics in this field Explore emerging topics within the world of project management keeping up to date on the latest most relevant subject areas Leverage templates exercises and PowerPoint presentations to enhance your project management skills Discuss tips reporting implementation documentation and other essentials of the project management field Consider how project management fits into various industries including technology construction healthcare and product development *Project Management ToolBox Tools and Techniques for the Practicing Project Manager Second Edition* is an essential resource for experienced project managers and project management students alike

Project Management Toolkit Trish Melton,2007 This book provides you with the tools required to approach and manage projects These effective skills will impact positively on the success of both the projects you are involved with and of your organization Key features A practical handbook for both career project managers and those involved intermittently with projects throughout their career Provides simple step by step tools for understanding and managing each of the project value

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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 and tweak it if needed as needed to suit your

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