

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	On Track	At Risk	Delayed	Over Budget	Quality Score	Client Feedback	Notes
Project A														
TA-001	Task One Description	Done	Medium	J. Doe	2024-01-15	2024-01-20	100%	Yes	No	No	95%	4.8	Great	Task completed ahead of schedule.
TA-002	Task Two Description	In Progress	High	A. Smith	2024-01-18	2024-01-25	75%	Yes	No	No	90%	4.5	Good	Minor delays, but on track.
TA-003	Task Three Description	Pending	Low	M. Johnson	2024-01-22	2024-02-01	20%	No	Yes	No	88%	4.2	Fair	Awaiting resources.
TA-004	Task Four Description	Not Started	Medium	S. Lee	2024-02-01	2024-02-10	0%	No	No	Yes	80%	4.0	Poor	Delayed start.
TA-005	Task Five Description	Completed	Low	D. Kim	2024-02-05	2024-02-08	100%	Yes	No	No	98%	4.9	Excellent	Perfect execution.
Project B														
TB-001	Task One Description	Done	Medium	J. Doe	2024-02-12	2024-02-18	100%	Yes	No	No	92%	4.7	Great	Task completed on time.
TB-002	Task Two Description	In Progress	High	A. Smith	2024-02-15	2024-02-22	60%	Yes	No	No	85%	4.3	Good	Progressing well.
TB-003	Task Three Description	Pending	Low	M. Johnson	2024-02-20	2024-03-01	10%	No	Yes	No	82%	4.1	Fair	Waiting for input.
TB-004	Task Four Description	Not Started	Medium	S. Lee	2024-03-01	2024-03-10	0%	No	No	Yes	75%	3.9	Poor	Delayed start.
TB-005	Task Five Description	Completed	Low	D. Kim	2024-03-05	2024-03-08	100%	Yes	No	No	96%	4.8	Excellent	Task completed successfully.
Project C														
TC-001	Task One Description	Done	Medium	J. Doe	2024-03-12	2024-03-18	100%	Yes	No	No	94%	4.7	Great	Task completed on time.
TC-002	Task Two Description	In Progress	High	A. Smith	2024-03-15	2024-03-22	50%	Yes	No	No	87%	4.4	Good	Progressing well.
TC-003	Task Three Description	Pending	Low	M. Johnson	2024-03-20	2024-04-01	5%	No	Yes	No	80%	4.0	Fair	Waiting for input.
TC-004	Task Four Description	Not Started	Medium	S. Lee	2024-04-01	2024-04-10	0%	No	No	Yes	70%	3.8	Poor	Delayed start.
TC-005	Task Five Description	Completed	Low	D. Kim	2024-04-05	2024-04-08	100%	Yes	No	No	97%	4.9	Excellent	Task completed successfully.
Project D														
TD-001	Task One Description	Done	Medium	J. Doe	2024-04-12	2024-04-18	100%	Yes	No	No	93%	4.6	Great	Task completed on time.
TD-002	Task Two Description	In Progress	High	A. Smith	2024-04-15	2024-04-22	40%	Yes	No	No	84%	4.3	Good	Progressing well.
TD-003	Task Three Description	Pending	Low	M. Johnson	2024-04-20	2024-05-01	0%	No	Yes	No	78%	3.9	Fair	Waiting for input.
TD-004	Task Four Description	Not Started	Medium	S. Lee	2024-05-01	2024-05-10	0%	No	No	Yes	65%	3.7	Poor	Delayed start.
TD-005	Task Five Description	Completed	Low	D. Kim	2024-05-05	2024-05-08	100%	Yes	No	No	99%	5.0	Excellent	Task completed successfully.

Project Management Tools Toolkit



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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

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Project Management Software : Application, Implementation, Trends Sebastian Dworatschek, 1986

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Tool Kit Duffy, Tim Duffy, 1995-09 The book offers a complete introduction to the software application enabling you to rapidly develop competency The book teaches not only the how to of using an application but also its logic Back cover

Systems Analysis and Design Course Technology, Gary B. Shelly, Thomas J. Cashman, Harry J. Rosenblatt, 2002-08 This title allows students to do systems analysis and design right from the start Examples and cases are drawn from actual systems projects that enable students to learn in the context of solving problems much like the ones they will encounter on the job A blend of traditional development and current techniques such as client server and object oriented development graphical user interfaces and electronic data interchange are provided The clear writing style makes systems analysis and design easy to understand and the Student Study Tools provides the reinforcement needed

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