

Ultimate Project Management Toolkit

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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-001	Task Title Description	Done	High	J. Doe	2023-01-01	2023-01-15	100%	95	90	85	80	75	85	
TA-002	Task Title Description	Done	Medium	A. Smith	2023-01-01	2023-01-15	100%	90	85	80	75	70	80	
TA-003	Task Title Description	Done	Low	M. Johnson	2023-01-01	2023-01-15	100%	85	80	75	70	65	75	
TA-004	Task Title Description	Done	High	S. Lee	2023-01-01	2023-01-15	100%	90	85	80	75	70	80	
TA-005	Task Title Description	Done	Medium	K. Brown	2023-01-01	2023-01-15	100%	85	80	75	70	65	75	
Project B														
TB-001	Task Title Description	Done	High	J. Doe	2023-02-01	2023-02-15	100%	95	90	85	80	75	85	
TB-002	Task Title Description	Done	Medium	A. Smith	2023-02-01	2023-02-15	100%	90	85	80	75	70	80	
TB-003	Task Title Description	Done	Low	M. Johnson	2023-02-01	2023-02-15	100%	85	80	75	70	65	75	
TB-004	Task Title Description	Done	High	S. Lee	2023-02-01	2023-02-15	100%	90	85	80	75	70	80	
TB-005	Task Title Description	Done	Medium	K. Brown	2023-02-01	2023-02-15	100%	85	80	75	70	65	75	
Project C														
TC-001	Task Title Description	Done	High	J. Doe	2023-03-01	2023-03-15	100%	95	90	85	80	75	85	
TC-002	Task Title Description	Done	Medium	A. Smith	2023-03-01	2023-03-15	100%	90	85	80	75	70	80	
TC-003	Task Title Description	Done	Low	M. Johnson	2023-03-01	2023-03-15	100%	85	80	75	70	65	75	
TC-004	Task Title Description	Done	High	S. Lee	2023-03-01	2023-03-15	100%	90	85	80	75	70	80	
TC-005	Task Title Description	Done	Medium	K. Brown	2023-03-01	2023-03-15	100%	85	80	75	70	65	75	
Project D														
TD-001	Task Title Description	Done	High	J. Doe	2023-04-01	2023-04-15	100%	95	90	85	80	75	85	
TD-002	Task Title Description	Done	Medium	A. Smith	2023-04-01	2023-04-15	100%	90	85	80	75	70	80	
TD-003	Task Title Description	Done	Low	M. Johnson	2023-04-01	2023-04-15	100%	85	80	75	70	65	75	
TD-004	Task Title Description	Done	High	S. Lee	2023-04-01	2023-04-15	100%	90	85	80	75	70	80	
TD-005	Task Title Description	Done	Medium	K. Brown	2023-04-01	2023-04-15	100%	85	80	75	70	65	75	

Toolkit Project Management Tools

Jessica J Manson



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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 add stages Developing a business case Robust planning Staying in control Delivering benefits Focussed on the needs of engineering and other technical project managers but generic enough to support projects in other areas Brief and visually led the Toolkit is designed to get you up and running fast and to increase the certainty of a positive project outcome from day one Comprehensive real world case studies demonstrate the use of tools Supported by downloadable online project planning templates that enable the techniques developed in the book to be applied in practice Project Management Toolkit introduces the whole project life cycle It is the first of four project management titles that separately build skills in critical PM areas and together provide a powerful project management resource Focussed on the needs of engineering and other technical project managers this book recognises that most non routine work completed by an organization is a project A practical hands on guide to aid those tasked with real industry projects not a lengthy theoretical textbook it gets to the point and delivers REAL

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