

Ultimate Project Management Toolkit

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Task Overview					Tracking & Performance Details										
ID	Project ID	Name	Status	Priority	Owner	Start Date	End Date	Actuals	Q1 %	Q2 %	Q3 %	Q4 %	Q1 %	Q2 %	Remarks / Key Metrics
Task List I															
P1-1	Task 1	Task 1 Description	Open	Low	1	2024-01-01	2024-01-15	0	0%	0%	0%	0%	0%	0%	Task 1 description and key metrics are complete
P1-2	Task 2	Task 2 Description	Open	Medium	2	2024-01-01	2024-01-15	0	0%	0%	0%	0%	0%	0%	Task 2 description and key metrics are complete
P1-3	Task 3	Task 3 Description	Open	High	3	2024-01-01	2024-01-15	0	0%	0%	0%	0%	0%	0%	Task 3 description and key metrics are complete
P1-4	Task 4	Task 4 Description	Open	Low	4	2024-01-01	2024-01-15	0	0%	0%	0%	0%	0%	0%	Task 4 description and key metrics are complete
P1-5	Task 5	Task 5 Description	Open	High	5	2024-01-01	2024-01-15	0	0%	0%	0%	0%	0%	0%	Task 5 description and key metrics are complete
Task List II															
P2-1	Task 6	Task 6 Description	Open	Low	6	2024-01-01	2024-01-15	0	0%	0%	0%	0%	0%	0%	Task 6 description and key metrics are complete
P2-2	Task 7	Task 7 Description	Open	Medium	7	2024-01-01	2024-01-15	0	0%	0%	0%	0%	0%	0%	Task 7 description and key metrics are complete
P2-3	Task 8	Task 8 Description	Open	High	8	2024-01-01	2024-01-15	0	0%	0%	0%	0%	0%	0%	Task 8 description and key metrics are complete
P2-4	Task 9	Task 9 Description	Open	Low	9	2024-01-01	2024-01-15	0	0%	0%	0%	0%	0%	0%	Task 9 description and key metrics are complete
P2-5	Task 10	Task 10 Description	Open	High	10	2024-01-01	2024-01-15	0	0%	0%	0%	0%	0%	0%	Task 10 description and key metrics are complete
Task List III															
P3-1	Task 11	Task 11 Description	Open	Low	11	2024-01-01	2024-01-15	0	0%	0%	0%	0%	0%	0%	Task 11 description and key metrics are complete
P3-2	Task 12	Task 12 Description	Open	Medium	12	2024-01-01	2024-01-15	0	0%	0%	0%	0%	0%	0%	Task 12 description and key metrics are complete
P3-3	Task 13	Task 13 Description	Open	High	13	2024-01-01	2024-01-15	0	0%	0%	0%	0%	0%	0%	Task 13 description and key metrics are complete
P3-4	Task 14	Task 14 Description	Open	Low	14	2024-01-01	2024-01-15	0	0%	0%	0%	0%	0%	0%	Task 14 description and key metrics are complete
P3-5	Task 15	Task 15 Description	Open	High	15	2024-01-01	2024-01-15	0	0%	0%	0%	0%	0%	0%	Task 15 description and key metrics are complete
Task List IV															
P4-1	Task 16	Task 16 Description	Open	Low	16	2024-01-01	2024-01-15	0	0%	0%	0%	0%	0%	0%	Task 16 description and key metrics are complete
P4-2	Task 17	Task 17 Description	Open	Medium	17	2024-01-01	2024-01-15	0	0%	0%	0%	0%	0%	0%	Task 17 description and key metrics are complete
P4-3	Task 18	Task 18 Description	Open	High	18	2024-01-01	2024-01-15	0	0%	0%	0%	0%	0%	0%	Task 18 description and key metrics are complete
P4-4	Task 19	Task 19 Description	Open	Low	19	2024-01-01	2024-01-15	0	0%	0%	0%	0%	0%	0%	Task 19 description and key metrics are complete
P4-5	Task 20	Task 20 Description	Open	High	20	2024-01-01	2024-01-15	0	0%	0%	0%	0%	0%	0%	Task 20 description and key metrics are complete
Task List V															
P5-1	Task 21	Task 21 Description	Open	Low	21	2024-01-01	2024-01-15	0	0%	0%	0%	0%	0%	0%	Task 21 description and key metrics are complete
P5-2	Task 22	Task 22 Description	Open	Medium	22	2024-01-01	2024-01-15	0	0%	0%	0%	0%	0%	0%	Task 22 description and key metrics are complete
P5-3	Task 23	Task 23 Description	Open	High	23	2024-01-01	2024-01-15	0	0%	0%	0%	0%	0%	0%	Task 23 description and key metrics are complete
P5-4	Task 24	Task 24 Description	Open	Low	24	2024-01-01	2024-01-15	0	0%	0%	0%	0%	0%	0%	Task 24 description and key metrics are complete
P5-5	Task 25	Task 25 Description	Open	High	25	2024-01-01	2024-01-15	0	0%	0%	0%	0%	0%	0%	Task 25 description and key metrics are complete

Toolkit Project Management Tools

John J. Rakos



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benefits Fully supported by online project planning and delivery tools templates workflow organizers and data sheets the book is suitable for both career project managers and those involved with projects intermittently **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 is 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 by the wrong size and shape for what you need to do or 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 circumstances Want to find out more about these templates There are look inside documents for these and other project management templates at my SmallBizOrgTools.com Web site Plan and Track Project Work is the first in a series that expands on project management topics covered in my book The Accidental Project Manager's Survival Guide Templates Methods and Stuff You Need to Know Chapters 3 5 from the survival guide and the glossary of terms are included as appendices at the end of this book I did this just in case you aren't familiar with or as familiar as you would like to be with how to break down your project work and some terms associated with that Terms such as work breakdown structure WBS phase activity task key event variance etc The three chapters are 3 High Level Work Planning Breaking the Big Things Down to Phases Activities Tasks 4 Detailed Level Work Planning Work Items Inputs Actions Outputs and 5 Detailed Level Work Planning Work Schedule and Project Budget This book is for among others Someone with little or no project management experience Someone with enough experience to know they need help additional things for their project management tool kit Small businesses and organizations project management templates and methods geared towards your low cost low maintenance needs *Project Toolkit* David P.

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Risk Management for Projects R. Stewart, 2015-01-16 This project management toolkit book is about providing you easy to understand step by step how to do project risk planning Project risk is neither good nor bad it s just stuff that happens or may happen With this book you get what you need to construct your own simple and easy to use project risk management tools If you want to save some time and effort you can download my really inexpensive for sale tools To help you get started there s a free download template with this book It s a basic project planner template populated with a set of project initiation activities tasks The template also includes a set project risk planning work items To do a project risk plan you need to have some idea of how likely it is something will happen and the project risk impact if it does happen I ll give you a project risk plan example or two along the way This and easy to use tools will help you put together your project risk management plan Here s the thing about project risk If certain stuff happens and you didn t take it in account in your planning there s a good chance that something will turn out worse than it should have The next thing you know time and money are being poured down a recovery rat hole All because of something you should have thought about ahead of time and planned to deal with if when it happened Risk planning and management for a project ain t rocket science Granted you stand a better chance of success if you have a handle the basic concepts Having a few tools in your kit might be helpful as well but here s pretty much what it s all about Recognize that there may be uncertainty about the occurrence of future events or their effect on the project think about what could happen and what you might be able to do about it and put together and implement if necessary a plan to do something about it This book is for among others Someone with little or no project management experience Someone with enough experience to know they need help additional things for their project management toolkit Small businesses and organizations project management templates and methods geared towards your low cost low maintenance needs **Cost Engineering** ,2003 CASE is Software Automation Carma L. McClure, 1989 Computer Aided Software Engineering CASE is the technology for automating software development and maintenance This book by one of the acknowledged experts on the subject offers a very practical answer to the 25 year old software crisis Case technology is not at all that new as it builds upon the structured techniques developed by Ed Yourdon James Martin Tom DeMarco and others in the 1970s Many of the structured methodologies they fostered are enabled by CASE **Software Project Management**

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