

Ultimate Project Management Toolkit

EVERYTHING YOU NEED TO LAUNCH AND MANAGE A PROJECT

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8 Templates



Excel Sheets



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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

Peipei Pang



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