

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														
PA-001	Task One Description	Done	Low	J. Doe	2024-01-01	2024-01-05	100%	Yes	No	No	0%	4.8	Excellent	Task completed ahead of schedule.
PA-002	Task Two Description	In Progress	Medium	A. Smith	2024-01-06	2024-01-15	75%	Yes	No	No	0%	4.5	Good	Minor delays, but on track.
PA-003	Task Three Description	Pending	High	M. Johnson	2024-01-16	2024-01-20	20%	No	Yes	Yes	10%	4.2	Fair	Waiting for resources.
PA-004	Task Four Description	Not Started	Low	S. Lee	2024-01-21	2024-01-25	0%	No	No	No	0%	4.9	Excellent	Task scheduled for next week.
PA-005	Task Five Description	Completed	Medium	D. Kim	2024-01-26	2024-01-30	100%	Yes	No	No	0%	4.7	Good	Task completed successfully.
Project B														
PB-001	Task One Description	Done	Low	J. Doe	2024-02-01	2024-02-05	100%	Yes	No	No	0%	4.8	Excellent	Task completed ahead of schedule.
PB-002	Task Two Description	In Progress	Medium	A. Smith	2024-02-06	2024-02-15	60%	Yes	No	No	0%	4.5	Good	Minor delays, but on track.
PB-003	Task Three Description	Pending	High	M. Johnson	2024-02-16	2024-02-20	10%	No	Yes	Yes	15%	4.2	Fair	Waiting for resources.
PB-004	Task Four Description	Not Started	Low	S. Lee	2024-02-21	2024-02-25	0%	No	No	No	0%	4.9	Excellent	Task scheduled for next week.
PB-005	Task Five Description	Completed	Medium	D. Kim	2024-02-26	2024-03-01	100%	Yes	No	No	0%	4.7	Good	Task completed successfully.
Project C														
PC-001	Task One Description	Done	Low	J. Doe	2024-03-01	2024-03-05	100%	Yes	No	No	0%	4.8	Excellent	Task completed ahead of schedule.
PC-002	Task Two Description	In Progress	Medium	A. Smith	2024-03-06	2024-03-15	80%	Yes	No	No	0%	4.5	Good	Minor delays, but on track.
PC-003	Task Three Description	Pending	High	M. Johnson	2024-03-16	2024-03-20	30%	No	Yes	Yes	12%	4.2	Fair	Waiting for resources.
PC-004	Task Four Description	Not Started	Low	S. Lee	2024-03-21	2024-03-25	0%	No	No	No	0%	4.9	Excellent	Task scheduled for next week.
PC-005	Task Five Description	Completed	Medium	D. Kim	2024-03-26	2024-03-31	100%	Yes	No	No	0%	4.7	Good	Task completed successfully.
Project D														
PD-001	Task One Description	Done	Low	J. Doe	2024-04-01	2024-04-05	100%	Yes	No	No	0%	4.8	Excellent	Task completed ahead of schedule.
PD-002	Task Two Description	In Progress	Medium	A. Smith	2024-04-06	2024-04-15	50%	Yes	No	No	0%	4.5	Good	Minor delays, but on track.
PD-003	Task Three Description	Pending	High	M. Johnson	2024-04-16	2024-04-20	15%	No	Yes	Yes	18%	4.2	Fair	Waiting for resources.
PD-004	Task Four Description	Not Started	Low	S. Lee	2024-04-21	2024-04-25	0%	No	No	No	0%	4.9	Excellent	Task scheduled for next week.
PD-005	Task Five Description	Completed	Medium	D. Kim	2024-04-26	2024-05-01	100%	Yes	No	No	0%	4.7	Good	Task completed successfully.

Project Management Tools Toolkit

Terry C. Jones



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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

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