

Project Task Tracking Template Example

				Projects			Deliverable(s)		Cost / Hours		
At risk	Status	Priority	Deadline	Task	Description	Assigned to	Deliverable	% Done	Fixed Cost	Estimated Hours	Actual Hours
			MM/DD/YY	Project name							
No	Complete	High	MM/DD/YY	Task 1	Task description	Bert D.		100%	\$550.00		
No	In Progress	High	MM/DD/YY	Task 2	Task description	Verda L.		80%	\$450.00		
Yes	Overdue	High	MM/DD/YY	Task 3	Task description	Jamal C.		30%	\$325.00		
	Not Started	Medium	MM/DD/YY	Task 4	Task description			0%	\$0.00		
	On Hold	Low	MM/DD/YY	Task 5	Task description			10%			
				Project name							
	Needs Review			Task 1							
	Approved			Task 2							
				Task 3							
				Task 4							
				Project name							
				Task 1							
				Task 2							
				Task 3							
				Task 4							

Project Task Tracking Template

[illegible]

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