**[A blue and white sign

AI-generated content may be incorrect.](https://www.smartsheet.com/try-it?trp=10687&utm_source=template-word&utm_medium=content&utm_campaign=Project+Task+Tracking-word-10687&lpa=Project+Task+Tracking+word+10687)Project Task Tracking Template**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  | 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 |  |  |  |  |  |  |  |

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