**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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