

PROJECT MANAGEMENT DASHBOARD

Project name:	[Name]	Completed:	27%
Date:	[Date]	Est. Hours:	129
Status:	On track -	Actual Hours:	6

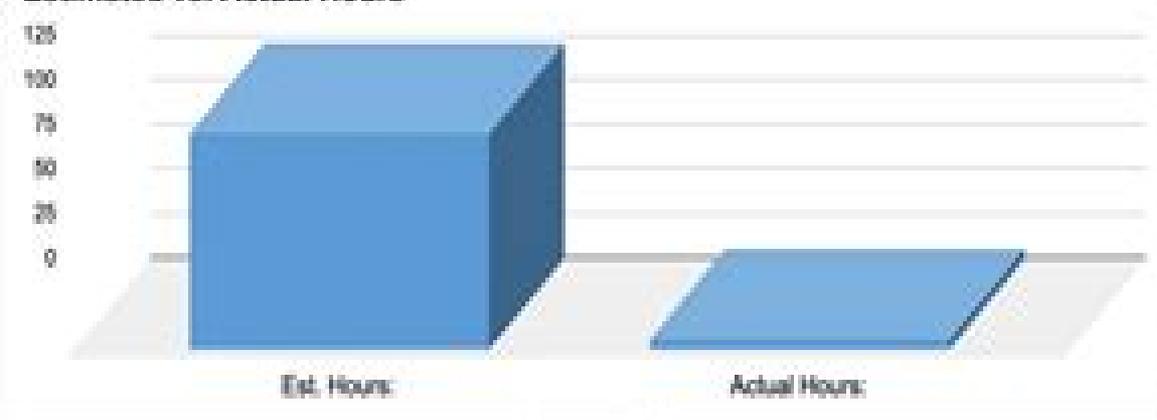
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1. Make a copy of this sheet.
2. In the first date cell, where it says 1/3, enter your start date.

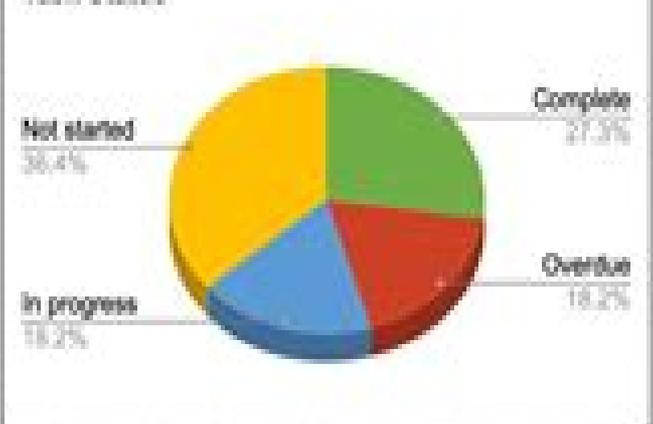
Task	Owner	Priority	Est. Time	Act. Time	Status
Schedule kickoff meeting	Ana	High	1	1	Complete
Define goals	Martina	High	1	1	Complete
Define requirements	Quiyana	High	10		Overdue
Create technical plan	Isa	High	3	1	In progress
Finalize staffing plan	Martina	High	1	1	In progress
Initial build kickoff	Quiyana	High	4		Overdue
Development	Quiyana	High	65		Not started
QA testing	Quiyana	High	25		Not started
Prelaunch employee comms	Hugh	Low	3	2	Complete
Prelaunch customer comms	Hugh	Med	4		Not started
Launch announcements	Hugh	High	4		Not started



Estimated vs. Actual Hours



Task Status



21 Ways To Excel At Project Management

Katrin Zwirglmaier



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