

PROJECT TRACKING TEMPLATE

Smartsheet Tip →

Customize the list of possible statuses and priorities to the right so that the Status and Priority columns can use standardized values.

PROJECT TITLE [Project's title]
 PROJECT MANAGER [Project Manager's name]

COMPANY NAME [Company's name]
 DATE 3/12/18

PROJECT DETAILS								DELIVERABLES		COST/HOURS		
STATUS	PRIORITY	START DATE	END DATE	DURATION	TASK NAME	ASSIGNEE	DESCRIPTION	DELIVERABLE	% DONE	FIXED COST	ESTIMATED HOURS	ACTUAL HOURS
PROJECT XYZ PART 1								46%	\$1,640.00	55	56	
On Hold	High	9/9/18	9/10/18	1	Task		Details of task here		100%	\$200.00	30	25
Not Yet Started	Low	9/10/18	9/14/18	4	Task		Details of task here		50%	\$600.00	11	10
In Progress	Medium	9/11/18	9/20/18	9	Task		Details of task here		22%	\$800.00	12	18
Complete	Medium	9/12/18	9/20/18	8	Task		Details of task here		11%	\$40.00	2	3
PROJECT NAME								3%	\$690.00	33	32	
On Hold	High	9/9/18	9/10/18	1	Task		Details of task here		11%	\$400.00	20	20
Not Yet Started	Low	9/10/18	9/14/18	4	Task		Details of task here		0%	\$200.00	6	5
In Progress	Medium	9/11/18	9/20/18	9	Task		Details of task here		0%	\$50.00	5	5
Complete	Medium	9/12/18	9/20/18	8	Task		Details of task here		0%	\$40.00	2	2

STATUS KEY	PRIORITY KEY
On Hold	Low
Not Yet Started	Medium
In Progress	High
Complete	