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]		COMPANY NAME	[Company's name]
PROJECT MANAGER	[Project Manager's name]		DATE	12/03/2018

			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	09/09/2018	10/09/2018	1	Task		Details of task here		100%	£200.00	30	25
Not Yet Started	Low	10/09/2018	14/09/2018	4	Task		Details of task here		50%	£600.00	11	10
In Progress	Medium	11/09/2018	20/09/2018	9	Task		Details of task here		22%	£800.00	12	18
Complete	Medium	12/09/2018	20/09/2018	8	Task		Details of task here		11%	£40.00	2	3
PROJECT NAME									**3%**	**£690.00**	**33**	**32**
On Hold	High	09/09/2018	10/09/2018	1	Task		Details of task here		11%	£400.00	20	20
Not Yet Started	Low	10/09/2018	14/09/2018	4	Task		Details of task here		0%	£200.00	6	5
In Progress	Medium	11/09/2018	20/09/2018	9	Task		Details of task here		0%	£50.00	5	5
Complete	Medium	12/09/2018	20/09/2018	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	