# **Project Management Templates**

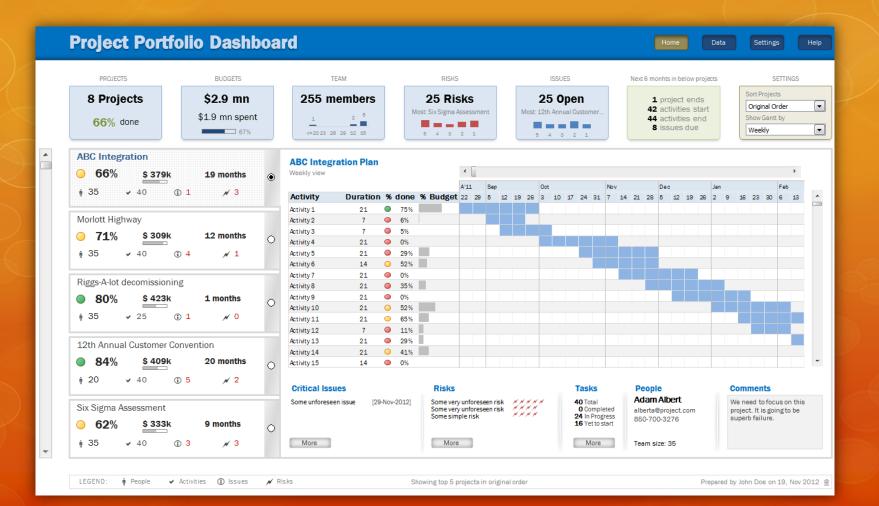
Become Awesome Project Manager



O Snapshots of the templates

O How to purchase





## **Project Status Dashboard**

### Project Name

Project Status Dashboard

Project Status		Completed		23%		C	Outs	tan	ding	Issu	ies	12		11	10
Ongoing Activities		Project Plan		Click on t	the gant	t chart t	to see it	t in deto	ail						
Activity	% done	]			Mar'12	Mar	Mar	Apr	Apr	Apr	Apr	Apr	May	May	May
Activity 35	27%	ID Activity	Plan Start	% Done	12	19	26	2	9	16	23	30	7	14	21
		1 Activity 1	17-Mar	44%											
Activity 34	57%	2 Activity 2	27-Mar	98%											
Activity 33	87%	3 Activity 3	30-Mair	82%											
	34%	4 Activity 4	11-Apr	71%											
Activity 32	5470	S Activity S	14-Apr	31%											
		6 Activity 6	28-Apr	33%											
		7 🖋 Activity 7	3-May	100%											
op 5 Issues		8 Activity 8	11-May	66%											
ind test manager		9 Activity 9	25-May	97%	1										
-		10 Activity 10	S-Jun	80%											
Descope Risky Items		11 Activity 11	9-Jun	70%											
Start System Testing		12 Activity 12	12-Jun	99%											
Find more money		13 🖋 Activity 13	15-Jun	100%											
		14 Activity 14	28-Jun	92%	1										
Demo to user group		15 Activity 15	3-Jul	43%											
		16 Activity 16	6-Jul	80%											
Burndown Chart	Budget			Project	Timeli	ne									Tod
500					First Pro	ototype			Privat	te Beta O	Dut			Plant	for futu
400					ſ	2				Ŷ					Ŷ
300				Project Kid	:koff			Alpl	ha Out			Ro	llout		
200				Î		Inv	vestor		Î				Î		
100						Pres	entation	n			Publi	ic Beta			

17-Mar

17-May

17-Jul

17-Sep

10 11 12 13 14 15 16 17 18 19 20

- Actual

q

------Planned

© Chando

Report prepared by John Doe

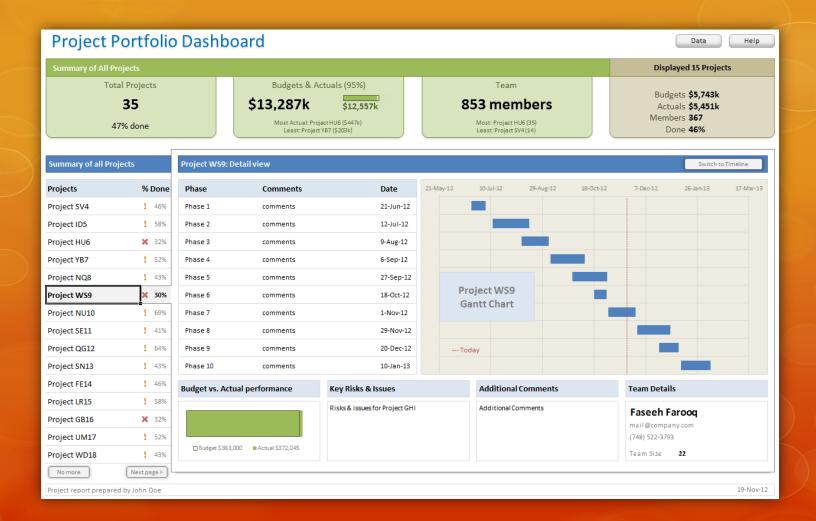
0 1 2

3 4 5

Daily Completed

Monday, November 19, 2012

17-Nov



## Project Plan Gantt Chart

Show help

View Data

						•													•
			Show gantt for: Plan	n 💌		Mar'12	Mar	Mar	Apr	Apr	Apr	Apr	Apr	May	May	May	May	Jun	Jun
	ID	Activity	Plan	Start	% Done	12	19	26	2	9	16	23	30	7	14	21	28	4	11
	1	Activity 1	17-1	Mar-12	44%														
	2	Activity 2	27-1	Mar	98%														
1	3	Activity 3	30-1	Mar	82%														
4	4	Activity 4	11-4		71%														
1	5	Activity 5	14-4	Apr	31 <mark>%</mark>														
	6	Activity 6	28-4	Apr	33 <mark>%</mark>														
	7	🖋 Activity 7	3-M	ay	100%														
1	8	Activity 8	11-M	May	66%														
9	9	Activity 9	25-1	May	97%														
	10	Activity 10	5-Ju	in	80%														
	11	Activity 11	9-Ju	in	70%														
	12	Activity 12	12-J	un	99%														
	13	🖋 Activity 13	15-J	un	100%														
	14	Activity 14	28-J		92%														
	15	Activity 15	3-Ju	d .	43%														
	16	Activity 16	6-Ju		80%														
	17	Activity 17	13-J		94%														
	18	Activity 18	17-J		39%														
	19	Activity 19	23-J		24%														
	20	Activity 20	27-J		62%														
1	21	Activity 21	4-Au	-	79%														
1	22	Activity 22	9-Au	-	94%														
1	23	Activity 23	20-4	-	88%														
1	24	Activity 24	29-4		77%														
1	25	Activity 25	9-Se		56%														
	26	Activity 26	20-5		27%														
1	27	Activity 27	30-S		46%														
1	28	Activity 28	12-0		92%														
	29	Activity 29	23-0		91%														
-	30	Activity 30	27-0	Oct	90%														

Legend: < Activity 100% done Today Holiday

	<b>Project</b> Plan	Gar	ntt Ch	art																					ļ	Nodi	y Da	<u>ta</u> ▶
	,								•					•	14	4 weeks	more. S	croll ri	ight.		Sh	ow c	hart ir	<b>n</b> [	Weeks			
								- 1	-	2011									0		011	011 0	iure ii					
		0	Plan		۲	Actual				Jan			Fet	,		Mar		Apr		May		Jur			Jul		A	lug
	Activity	Start	Duration	Budget	Start	Duration	Budg	get	%	3 10	0 17	24 31	7 14	21 28	8 7	14 21	28 4	11	18 25	29	16 23	80 6	13 2	0 27	4 1	1 18	25 1	1 8
	Activity 1	3-Jan	8	\$ 963	3-Jan	4	\$ 9	972 (	95%																			
_	Activity 2	13-Jan	11	\$ 1,320	7-Jan	4	\$ 1,5	536 🤇	34%																			
	Activity 3	18-Jan	13	\$ 1,582	19-Jan	2	\$ 1,7	792 🤇	51%																			
	Activity 4	21-Jan	2	\$ 360	21-Jan	11	\$ 3	339 (	79%																			
	Activity 5	1-Feb	2	\$ 300	1-Feb	13	\$ 3	372 🤇	64%																			
	Activity 6	5-Feb	9	\$ 1,230	9-Feb	5	\$ 1,3	340 🤇	18%																			
*	Activity 7	8-Feb	1	\$ 280	20-Feb	6	\$ 2	272 🤇	26%																			
	Activity 8	11-Feb	7	\$ 1,008	28-Feb	11	\$8	864 🤇	30%																			
	Activity 9	19-Feb	3	\$ 480	11-Mar	4	\$ 5	552 (	78%																			
	Activity 10	28-Feb	2	\$ 309	20-Mar	1	\$ 3	366 🤇	12%																			
	Activity 11	8-Mar	1	\$ 262	30-Mar	12	\$ 2	200 🤇	52%																			
	Activity 12	15-Mar	12	\$ 1,664	4-Apr	5	\$ 1,4	482 (	96%																			
	Activity 13	28-Mar	1	\$ 262	8-Apr	4	\$ 2	208 🤇	29%																			
	Activity 14	30-Mar	10	\$ 1,133	15-Apr	2	\$ 1,5	518 🤇	51%																			
	Activity 15	11-Apr	2	\$ 354	22-Apr	11	\$ 3	351 🤇	55%																			
	Activity 16	18-Apr	1	\$ 270	4-May	9	\$ 2	232 🤇	34%																			
	Activity 17	25-Apr	1	\$ 222	8-May	3	\$ 2	274 (	19%																			
	Activity 18	6-May	8	\$ 1,026	14-May	2			90%																			
	Activity 19	9-May	3		17-May	13		_	84%																			
	Activity 20	20-May	12	\$ 1,573	21-May	3	\$ 1,6	690 🤇	47%																			
	Activity 21	29-May	1		31-May	10		_	16%																			
	Activity 22	31-May	11	\$ 1,512	9-Jun	13	\$ 1,4	440 🤇	72%																			
	Activity 23	13-Jun	11	\$ 1,428		12		_	37%																			
	,	27-Jun	7	\$ 1,120		2			6%																			
		5-Jul	11	\$ 1,560		1		_	34%																			
	Activity 26	7-Jul	13	\$ 1,610	8-Jul	9	\$ 1,6	610 🤇	32%																			

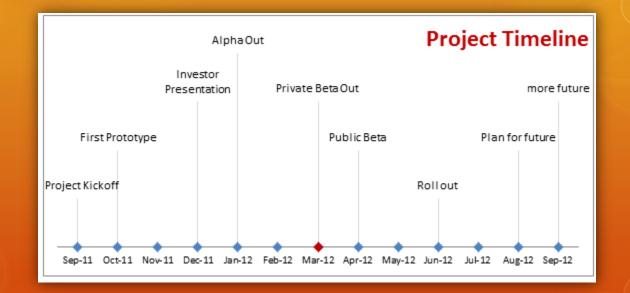
		Plan	ned	Act	ual	%	Show Gantt for	Actual	Show Status?		What is current week?
#	List of	Start	Dur	Start	Dur	Done	1 2 3 4 5 6	7 8 9 10 11	12 13 14 15 16 17	18 19 20	21 22 23 24 25 26 27 28 29 30 31
1	Activity 1	1	5	1	2	0%					
2	Activity 2	1	5	1	6	58%					
3	Activity 3	2	4	2	5	35%					
4	Activity 4	4	8	2	6	10%					
5	Activity 5	4	1	3	8	0%					
6	Activity 6	4	3	4	6	0%					
7	Activity 7	5	4	4	3	0%					
8	Activity 8	5	2	4	5	0%					
9	Activity 9	5	2	4	6	0%					
10	Activity 10	6	5	6	7	0%					
11	Activity 11	6	1	7	8	0%					
12	Activity 12	9	3	8	3	0%					
13	Activity 13	9	6	8	6	0%					
14	Activity 14	9	3	9	1	0%					
15	Activity 15	9	4	9	4	0%					
16	Activity 16	10	5	10	2	0%					
17	Activity 17	11	2	10	5	0%					
18	Activity 18	12	6	11	7	0%					
19	Activity 19	12	1	11	5	0%					
20	Activity 20	14	5	11	6	0%					
21	Activity 21	14	8	11	1						
22	Activity 22	14	/	11	3	0%					
23	arrively 25	15	4	12	-						And the second second

## <project name> - project plan gantt chart



Australian Visit - Interactive Timeline

0



## Team To Do List - <project name>

# 🔻	Activity	Who Finished it?	Timestar 🔻
1	Activity 1	Member 1	07:51 PM, 23/Jun/09
2	Activity 2	Member 4	07:20 PM, 10/Oct/09
3	Activity 3	Member 1	07:20 PM, 10/Oct/09
4	Activity 4	Member 2	07:27 PM, 10/Oct/09
5	Activity 5		
6	Activity 6	Not Done	
7	Activity 7		
8	fsjkdfjsd		

## **Resouce Loading Chart**

<-- uses pivot table reports and gets data from "timesheet template - log type" sheet. Can be automatically updated by clicking refresh

Sum of Hours									
	1	2	3	4	5	6	7	(blank)	13
Member 1	61	77	89		39				
Member 2	80		14		6				
Member 3	35	53	41	10	63	33			
Member 4	5	63	10	27	24		2		
Member 5	26	39		6	35		34		
Member 6	13	32		17					
Member 7	63		30		22				
Member 8	72		4		53				
(blank)									
Member 12									35

## **Todo List Application**

### **Remove Done Items**

Done?	What
	Learn a key board shortcut
	Learn a key board shortcut
	Fix the VBA code
	Find what to do with the reward points piling up
	Find what to do with the reward points piling up
	Find what to do with the reward points piling up
	Fix the VBA code
	Learn a key board shortcut
	Fix the VBA code

To make a new todo item: > Just type the todo in the "What" column

To mark a todos as finished: > Select the corresponding cell in "Done" column > Change the value to "Done"

To delete the finished todos: > Click on the "Remove done items" button > All the deleted todos will be copied to "Finished todo items" worksheets in the end with a timestamp

# Project Status Report

#### Project Status Report : <name of the project>

( 1/Oct, 2009 - 10/Oct, 2009 )

#### Performance Metrics

Project Timelines	
Target Completion Date	
Expected Completion Date (in this period)	
Expected Completion Date (in last period)	

#### Project Budgets

	this month	cumulative
Budget	100	1200
Actuals	125	1100
Budget - Actuals	-25	100
% Deviation	-25%	8%

#### Project Status Summary

<type the project summary here>

#### Project Outlook

<type the project outlook here>

#### Activity Status

<type activity here>

Ongoing Activities (this period) <type activity here>

Activities Delayed (this period)

	Bought Forward (from last to this period
<type< th=""><th>activity here&gt;</th></type<>	activity here>
	Activities Completed (last period)

Milestone	Planned Date	Actual Date

#### Top 5 Risks

Project whiestones

Top 5 Risk Items	Date Identified	Target Resolution	Impact	Mitigation Strategy
<type here="" risk="" the=""></type>				

#### Top 5 Issues

Top 5 Issue Items	Date Identified	Target Resolution Dt.	Impact	Resolution Strategy
<type here="" issue="" the=""></type>				

#### **Risk Metrics**

Risk Metrics	This period	Last Period
Total Number of open risks		
New risks logged		
Total Closed this period		
Total Number of (H) high severity (H) high probability risks		
New high severity (H) high probability risks		
Total Closed this period (H) high severity (H) high		
No of risks exceeding target mitigation dates by >14 daγs		
No of risks exceeding target mitigation dates by >14 days		
which are (H) high severity high probability		

Issue Metrics

## <project name> - Issue Tracker Sheet

-	Issue 👻	Type of Issu 🔻	Priority 💌	Open Date 🔻	Open By 🔻	Close Date 🔻	Close By 💌	Comments	-
1	User name check fails	Issue 1	Low	Jul/12	User 1	Jul/15	User 2		

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  Dashboards, Gantt chart &
  Project Timeline template
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  Dashboards, Gantt Charts,
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# Doubts & Questions ?!?

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