

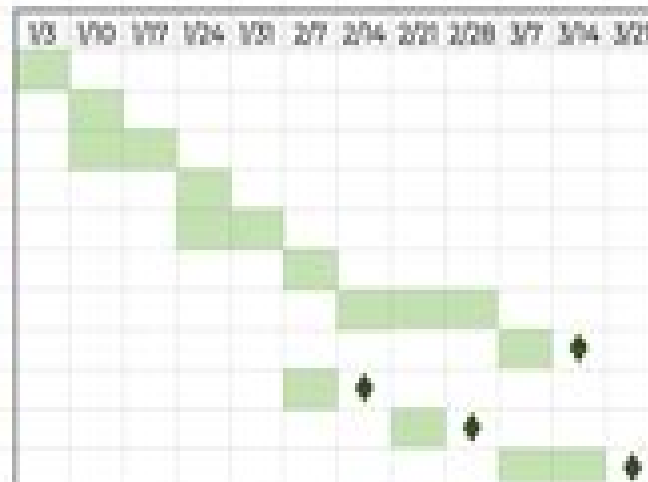
PROJECT MANAGEMENT DASHBOARD

| | | | |
|---------------|------------|---------------|-----|
| Project name: | [Name] | Completed: | 27% |
| Date: | [Date] | Est. Hours: | 128 |
| Status: | On track - | Actual Hours: | 6 |

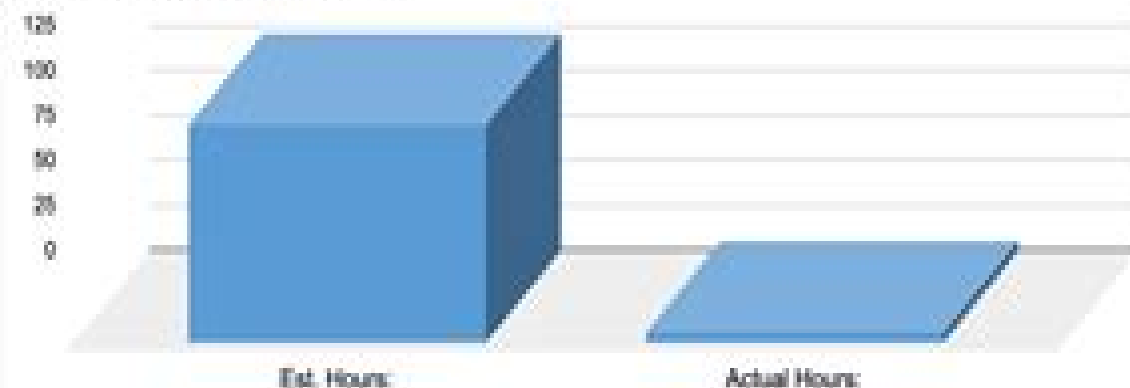
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1. Make a copy of this sheet.
2. In the first date cell, where it says 1/3, enter your start date.

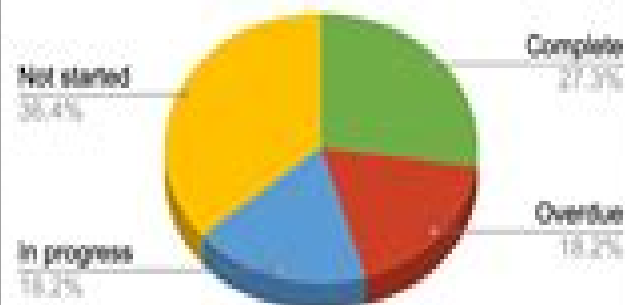
| Task | Owner | Priority | Est. Time | Act. Time | Status |
|--------------------------|---------|----------|-----------|-----------|-------------|
| Schedule kickoff meeting | Ana | High | 1 | 1 | Complete |
| Define goals | Martina | High | 1 | 1 | Complete |
| Define requirements | Quiyana | High | 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



Microsoft Excel Project Dashboard Templates

JA Banks



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