[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Add or remove table rows to fit your needs. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Project Task Tracker

One unified tracker for every task on a project: owner, priority, dates, effort and status in a single table, with a weekly review log for blocked and overdue work.

Item	Detail
Project	[Project name]
Document	[Title of this document]
Prepared by	[Name and role of the person who prepared this document]
Project manager	[Name and role of the project manager]
Sponsor	[Name and role of the project sponsor]
Date of this document	[Date of this document]
Version	[Version number of this document]
Review frequency	[How often this tracker is reviewed]
Last review date	[Date this tracker was last reviewed]
Next review date	[Date this tracker is next due for review]

1. Summary

Summary measure	Count	Note
Tasks recorded	[Number of tasks recorded in this tracker]	[Note on tasks recorded]
Not started	[Number of tasks not started]	[Note on tasks not started]
In progress	[Number of tasks in progress]	[Note on tasks in progress]
Blocked	[Number of blocked tasks]	[Note on blocked tasks]
Overdue	[Number of overdue tasks]	[Note on overdue tasks]
Completed	[Number of completed tasks]	[Note on completed tasks]

Status values used in this tracker are: not started, in progress, on hold, blocked, and completed. Priority values are: low, medium, high, and urgent. Use the same values in every row so that counts in the summary stay comparable.

2. Task tracker

Task ID	Task description	Phase or category	Owner	Priority	Status	Start date	Due date	Progress %	Estimated hours	Actual hours	Predecessor or dependency	Notes
[Task ID]	[Description of this task]	[Phase or category of this task]	[Name and role of the owner of this task]	[Priority of this task]	[Status of this task]	[Start date of this task]	[Due date of this task]	[Progress percentage of this task]	[Estimated hours for this task]	[Actual hours for this task]	[Predecessor or dependency of this task]	[Notes on this task]
[Task ID]	[Description of this task]	[Phase or category of this task]	[Name and role of the owner of this task]	[Priority of this task]	[Status of this task]	[Start date of this task]	[Due date of this task]	[Progress percentage of this task]	[Estimated hours for this task]	[Actual hours for this task]	[Predecessor or dependency of this task]	[Notes on this task]
[Task ID]	[Description of this task]	[Phase or category of this task]	[Name and role of the owner of this task]	[Priority of this task]	[Status of this task]	[Start date of this task]	[Due date of this task]	[Progress percentage of this task]	[Estimated hours for this task]	[Actual hours for this task]	[Predecessor or dependency of this task]	[Notes on this task]
[Task ID]	[Description of this task]	[Phase or category of this task]	[Name and role of the owner of this task]	[Priority of this task]	[Status of this task]	[Start date of this task]	[Due date of this task]	[Progress percentage of this task]	[Estimated hours for this task]	[Actual hours for this task]	[Predecessor or dependency of this task]	[Notes on this task]
[Task ID]	[Description of this task]	[Phase or category of this task]	[Name and role of the owner of this task]	[Priority of this task]	[Status of this task]	[Start date of this task]	[Due date of this task]	[Progress percentage of this task]	[Estimated hours for this task]	[Actual hours for this task]	[Predecessor or dependency of this task]	[Notes on this task]

3. Review log for blocked and overdue work

At each review, every blocked and overdue task gets a row here: what is blocking it, what will unblock it, who owns that action, and by when. A blocked task with no row in this log is not being managed.

Review date	Task ID	Blocker or reason overdue	Action to unblock or recover	Owner	Due date	Status after review

[Date of this review]	[Task ID]	[Blocker or reason this task is overdue]	[Action to unblock or recover this task]	[Name and role of the owner of this action]	[Due date of this action]	[Status of this task after this review]
[Date of this review]	[Task ID]	[Blocker or reason this task is overdue]	[Action to unblock or recover this task]	[Name and role of the owner of this action]	[Due date of this action]	[Status of this task after this review]

4. Completion note

Tasks completed in this period. [Task IDs completed in this period, or confirmation that none were completed]

Tasks carried forward. [Task IDs carried forward to the next period, with the reason]