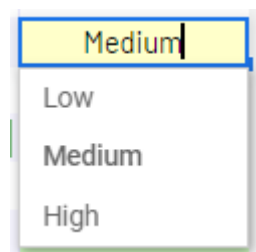


Use a simple "Project task management template" to manage your project's task list.

The table contains several fields that must be filled in:

Task	Assigned to	Start date	End date	Done	% Complete	Risk
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- In the "Task" column, you should enter a description of the task to be performed;
- In the "Assigned to" column, enter the names of the executors responsible for each of the tasks.
- In the "Start date" column, it is necessary to enter the start date for each task.
- In the "End date" column, it is necessary to enter the end date for each task.
- In the column "Done" there are checkboxes in which you need to mark the completion of tasks.
- In the column "% Complete", mark its completion percentage as the project progresses in each task's row. By default, column cells contain the formula; if there is a checkmark in the "Done" column in the checkbox, this formula will display 100% of the task completion, but you can specify the value in the cell manually. On the right, it is graphically displayed the level of completion of the task, depending on the entered value.
- "Risk" - in this column, you can select the corresponding risk value for each task from the drop-down list:
 - **High risk** - if the task has a high likelihood of failure and impact on the project, control over its implementation is critical (highlighted in red).
 - **Medium risk** - if the task has a medium likelihood of failure and impact on the project, control over its implementation is also needed (highlighted in yellow).
 - **Low risk** - if the task has a low likelihood of failure and impact on the project, control over its implementation is necessary no more often than the established frequency (highlighted in green).



An example of filling a table:

Task	Assigned to	Start date	End date	Done	% Complete	Risk
Activity 1	Employee 1	1/1/2021	1/21/2021	<input type="checkbox"/>	30%	Low
Activity 2	Employee 2	1/16/2021	2/5/2021	<input checked="" type="checkbox"/>	100%	Low
Activity 3	Employee 3	1/31/2021	2/20/2021	<input type="checkbox"/>	45%	
Activity 4	Employee 4	2/15/2021	3/7/2021	<input type="checkbox"/>		
Activity 5	Employee 5	3/2/2021	3/22/2021	<input type="checkbox"/>	90%	Medium
Activity 6	Employee 6	3/17/2021	4/6/2021	<input type="checkbox"/>		Medium
Activity 7	Employee 7	4/1/2021	4/21/2021	<input checked="" type="checkbox"/>	100%	High
Activity 8	Employee 8	4/16/2021	5/6/2021	<input type="checkbox"/>		

Below the table is a simple Gantt chart that displays a list of project tasks, their calendar sequence. Near each task, its end date is signed. Chart example:

