

Use our "Project Management Schedule" to schedule your project using the critical path method and track its progress.

<b>PROJECT START DATE</b>	<b>01/01/22</b>
<b>PROJECT END DATE</b>	<b>04/12/22</b>
<b>PROJECT DURATION</b>	<b>101</b>
<b>TOTAL BUDGET</b>	<b>\$33,220</b>

At the top of the table, you must enter the start date in the "PROJECT START DATE" field.

In the "PROJECT END DATE" field, the value will be calculated automatically, taking into account the entered data on the duration of

the tasks and data on the tasks, predecessors, and successors.

In the "PROJECT DURATION" field, the duration of all project tasks will be calculated automatically.

In the "TOTAL BUDGET" field, the total value for implementing all project tasks will be automatically calculated.

The table below contains a list of fields that you need to fill in for project planning:

- "Task code" - this column contains task codes, the table is designed for 25 ones;
- "Task description" - in this column, specify the name of the tasks;
- "Duration" - in this column, set the duration of each task in days;
- "Previous tasks (maximum 5)" - in this column, select the code of the predecessor task (up to 5 tasks) from the drop-down list, after which the execution of the next task can begin;
- "Start date" - in this column, using the critical path method for each task, a suitable value for the start date of each task will be automatically calculated;
- "End date" - in this column, using the critical path method for each task, a suitable value for the completion date of each task will be automatically calculated;
- "Lead time" - in this column, according to the critical path method, for tasks that are not included in the critical path, a suitable date value is automatically calculated until which you can extend its completion without extending the entire project period;
- "Critical task" - this column will display a checkmark for those tasks that are included in the critical path;
- "Budget" - in this column, indicate your budget for the implementation of each task of the project;

- "Risk" - in this column, from the drop-down list, select the value of the risk level for each task to which it is relevant. The cell will be colored in the corresponding color.

Low

Medium

High

An example of filling a table:

Task code	Task description	Duration	Previous tasks (maximum 5)					Start date	End date	Lead time	Critical task	Budget	Risk
Start	Start	0											
1	[Description 1]	12	Start					1-Jan	17-Jan	17-Jan	✓	\$2,540	High
2	[Description 2]	10	3					13-Jan	26-Jan	8-Feb		\$550	
3	[Description 3]	9	Start					1-Jan	12-Jan	17-Jan		\$1,760	Low
4	[Description 4]	10	3					13-Jan	26-Jan	31-Jan		\$1,140	
5	[Description 5]	11	Start					1-Jan	16-Jan	31-Dec		\$1,230	
6	[Description 6]	14	1					18-Jan	6-Feb	6-Feb	✓	\$1,840	High
7	[Description 7]	10	4					27-Jan	9-Feb	14-Feb		\$2,280	
8	[Description 8]	8	2					27-Jan	7-Feb	18-Feb		\$780	Medium
9	[Description 9]	15	6					7-Feb	27-Feb	16-Mar		\$500	
10	[Description 10]	10	7					10-Feb	23-Feb	28-Feb		\$950	
11	[Description 11]	13	7	8				10-Feb	28-Feb	9-Mar		\$2,530	
12	[Description 12]	8	8					8-Feb	17-Feb	2-Mar		\$1,530	
13	[Description 13]	12	6					7-Feb	22-Feb	22-Feb	✓	\$1,780	High

On the right is a Gantt table, the dates at the top are automatically set based on the selected project start date. The Gantt chart contains 100 columns. In projects up to 100 days in duration, one column displays 1 day; in projects longer than 100 days, each column will display more than one day (for example,  $300/100 = 3$  days for a project lasting 300 days).

On the Gantt chart, critical path tasks are displayed in red, tasks are not on the critical path with a set duration in dark green, and the extra time for these tasks is shown in light green.

Screenshot example:

