

Use our “One page project management template” to manage project tasks in a convenient, concise, printable document with several handy metrics. In one document, you have both project management and progress report.

The table header contains several fields with the parameters of your project that you need to fill in.

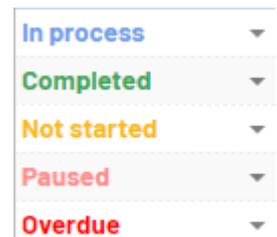
Project title:	"Creation of ecosystem"	Start date:	01/01/21
Project manager:	Tom Johnson	End date:	01/26/22

- “Project title” enter the name of your project/ program/ initiative in this cell.
- “Project manager” enter the project manager’s name in this cell, who is responsible for the final result.
- “Start date” in the cell adjacent to this description, enter the start date of your project in the format **mm/dd/yy**.
- “End date” in the cell adjacent to this description, enter the end date of your project in the format **mm/dd/yy**.

A table is inserted below - a working field containing 9 columns.

STATUS	TASK	START	DURATION	END	DONE	PLANNED BUDGET	ACTUAL BUDGET	PERFORMER
--------	------	-------	----------	-----	------	----------------	---------------	-----------

- “STATUS” - in this column, you can select the corresponding status value for each of the tasks from the drop-down list:
 - **In process** - if the task is already running at the current moment (highlighted in blue);
 - **Completed** - if the task has already been completed (highlighted in green);
 - **Not started** - if the task has not started yet (highlighted in orange);
 - **Paused** - if the task execution is currently suspended (highlighted in pink);
 - **Overdue** - if the task has not been completed, and the scheduled due date for the task has already passed (highlighted in red).
- In the “TASK” column, it is necessary to enter a description of the task to be performed;
- In the “START” column, it is necessary to enter the start date for each task in **mm/dd/yy** format;



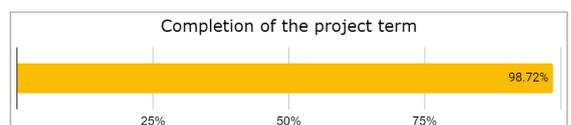
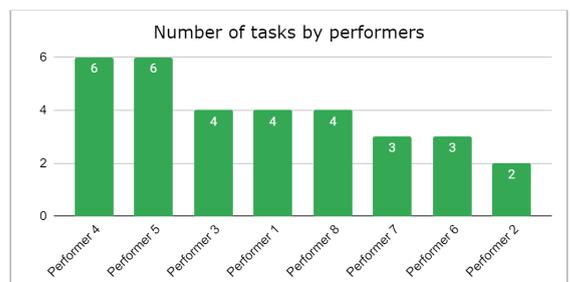
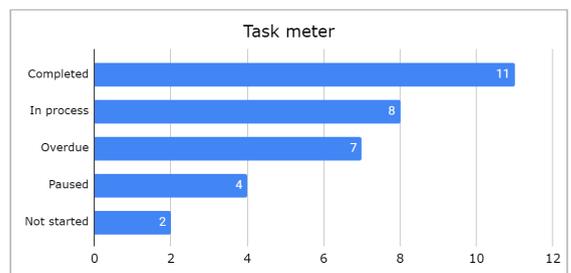
- In the column "DURATION," it is necessary to enter the numerical value of the planned duration for the execution of each of the tasks;
- In the "END" column, the value is calculated automatically as the sum of the start date and duration, but you can manually enter the end date you want in mm/dd/yy format.
- In the "DONE" column, check the boxes for completed tasks;
- In the "PLANNED BUDGET" column, enter the numerical value of the planned costs for this project activity;
- In the "ACTUAL BUDGET" column, enter the numerical value of the actual costs for this project activity. If the actual costs exceed the planned amount, the number will be red, otherwise - in green;
- In the column "PERFORMER," it is necessary to enter the names of the executors responsible for executing each of the tasks.

An example of filling a table:

STATUS	TASK	START	DURATION	END	DONE	PLANNED BUDGET	ACTUAL BUDGET	PERFORMER
In process	Activity 1	01/01/21	37	02/07/21	<input type="checkbox"/>	\$3,151	\$400	Performer 4
Completed	Activity 2	01/14/21	12	01/26/21	<input checked="" type="checkbox"/>	\$2,374	\$950	Performer 7
Not started	Activity 3	01/25/21	19	02/13/21	<input type="checkbox"/>	\$3,566	\$700	Performer 2
Paused	Activity 4	02/07/21	10	02/17/21	<input type="checkbox"/>	\$1,618	\$750	Performer 3
Overdue	Activity 5	02/18/21	16	03/06/21	<input type="checkbox"/>	\$804	\$1,000	Performer 3
Paused	Activity 6	03/04/21	32	04/05/21	<input type="checkbox"/>	\$3,599	\$3,500	Performer 5
Completed	Activity 7	03/12/21	30	04/11/21	<input checked="" type="checkbox"/>	\$615	\$350	Performer 6

Below are 4 charts that display a summary of the project:

- The "Task meter" diagram displays the number of tasks depending on the status of their execution in a drop-down;
- The diagram "Number of tasks by performers" displays the number of tasks for each of the performers indicated in the table;
- The "Completion of the project term" diagram displays the completion level of the project;



- This chart displays 2 bar charts that show the project's planned and actual budgets (budget utilization rate).



There are also 4 information fields in the table header:

Planned budget:	\$66,372.00
Actual budget:	\$53,742.00

- "PLANNED BUDGET" - this field calculates the total planned cost of project activities;
- "ACTUAL BUDGET" - this field calculates the total actual cost of project activities. Если фактические расходы превышают плановые - значение отобразится красным цветом, если они меньше плановых - зеленым цветом.