GooDocs

Use the **"Simple project management template"** to manage the progress, expenses of your project, and track the results.

The table header contains several fields with the parameters of your project that you need to fill in. They are highlighted in blue font.

| Project title:		Start date:		Planned budget:	0,00
Project manager:		End date:		Actual budget:	0,00

The fields are as following:

- **"Project title"** Enter the title of your project/program/ initiative in this cell.

- **"Project manager"** In this cell, enter the name of the project manager responsible for the final result.

- **"Start date"** In the box adjacent to this description, enter the start date of your project in the **dd.mm.yy** format.

- **"End date"** In the box adjacent to this description, enter the end date of your project in the **dd.mm.yy** format.

- **"Planned budget"** - enter the value of the total planned budget of your project.

- **"Actual budget"** - this field is calculated automatically as the sum of all actual project costs. If the actual expenses do not exceed the planned amount, the number will be shown in green, if it does exceed, it will be displayed in red.

STATUS	TASK	START	DURATION	END	DONE	PLANNED BUDGET	ACTUAL BUDGET	PERFOMER

Below is the project data table. It contains the following columns:
- **"STATUS"** - in this column, you can select the corresponding status value for each task from the drop-down list:

  - ➢ **In process** - if the task is already running at the current moment (highlighted in yellow);
  - ➢ **Completed** - if the task has already been completed (highlighted in green);
  - ➢ **Not started** - if the task has not started yet (highlighted in red);
  - ➢ **Suspended** - if the task execution is currently suspended (highlighted in blue).

In process ▼
Completed ▼
Not started ▼
Suspended ▼
In process
Completed
Not started
Suspended

- In the **"TASK"** column, you should enter a description of the task to be performed.

- In the **"START"** column, you need to enter the start date for each task.
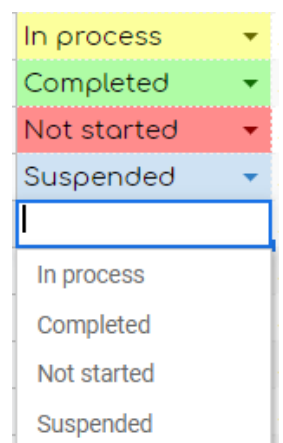
- In the column **"DURATION"** please enter the numerical value of the planned duration for the execution of each of the tasks.

- 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 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 **"COMPLETION DATE"** 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 the **"PERFORMER"** column enter the names of the executors responsible for each of the tasks.

Besides, all tasks in the table are divided into blocks by stages. In the original version, the table contains 4 stages with 10 tasks each. You can customize it to suit the needs and specifics of your project by deleting or adding the required number of rows.

An example of filling the table:

Project title:	"Creation of ecosystem"	Start date:			01.01.2021	Planned budget:		2 800,00
Project manager:	Tom Johnson	End date:			31.12.2021	Actual budget:		2 800,00

STATUS	TASK	START	DURATION	END	DONE	PLANNED BUDGET	ACTUAL BUDGET	PERFOMER
Stage 1								
In process	Activity 1	01.01.21	10	11.01.21	☐	500	400	Performer 1
Completed	Activity 2	15.09.21	15	30.09.21	☑	1 000	950	Performer 2
Not started	Activity 3	20.10.21	30	19.11.21	☐	600	700	Performer 3
Suspended	Activity 4	01.10.21	40	10.11.21	☐	700	750	Performer 4