

Use "Agile project management excel template" to manage your project using an Agile flexible system.

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

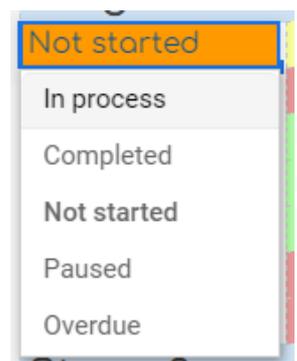
<NAME OF ORGANIZATION>	START DATE	11/01/21
<PROJECT MANAGER>	COMPLETION DATE	12/30/22

These are the fields:

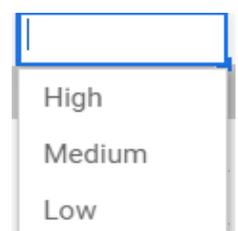
- "<PROJECT NAME>" Enter the name of your project/ program/ initiative in this cell.
- "<NAME OF ORGANIZATION>" Enter in this cell the name of your organization (or name of the organization that performs the project activities (if different) or the name of the project owner.
- "<PROJECT MANAGER>" Enter in this cell the name of the project manager 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**.
- "COMPLETION DATE" in the cell adjacent to this description, enter the end date of your project in the format **mm/dd/yy**.

Below is the project data table, which contains the following columns:

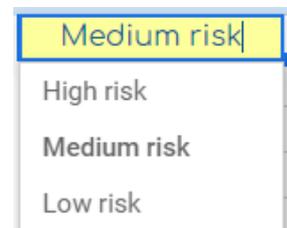
- "STATUS" - in this column, you can select the corresponding status value for each of the tasks from the drop-down list:
  - > **In process** - if the task is already running at the current moment (highlighted in yellow);
  - > **Completed** - if the task has already been completed (highlighted in green);
  - > **Not started** - if the task has not started yet (highlighted in orange);
  - > **Paused** - if the task execution is currently suspended (highlighted in blue);
  - > **Overdue** - if the task has not been completed, and the scheduled due date for the task has already passed (highlighted in red).



- "PRIORITY" - in this column, you can select the corresponding priority value for each task from the drop-down list:



- **High** - If the task has the highest priority over other activities and its implementation is preferred in controversial situations (highlighted in red).
  - **Medium** - If the task is of medium priority over low priority tasks (highlighted in yellow).
  - **Low** - the least important tasks in controversial situations are performed last (highlighted in green).
- In the "TASK" column, it is necessary to enter a description of the task to be performed.
  - In the "START DATE" column, it is necessary to enter the start date for each task.
  - In the column "DURATION, days" it is necessary to enter the numerical value of the planned duration for the execution of each of the tasks.
  - 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.
  - "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, so 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, so 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, so control over its implementation is necessary no more often than the established frequency (highlighted in green).
  - In the "MILESTONE DATE" column, enter a fixed date by which the task should be completed in order not to cause a shift in the deadline for the entire project. If the warranty period has already expired on today's date, the value will turn **red**.
  - In the "PERFORMER" column, enter the names of the executors responsible for each of the tasks.
  - In the column "PERCENTAGE OF EXECUTION", as the project progresses, mark in the row of each task the percentage of its completion. (Optional: the cell contains the formula: when the task status is "Completed", the value is automatically set to 100%).



- The column "PROGRESS" graphically displays the level of completion of the task, depending on the entered value in the column "PERCENTAGE OF EXECUTION".

Also, all tasks in the table are divided into blocks by stages. In the original version, the table contains 4 stages with 7 tasks each. You can customize it to suit the needs and specifics of your project by deleting or adding the required number of rows.

At the intersection of the column "PERCENTAGE OF EXECUTION" and the rows with the names of the stages, subtotals are automatically calculated based on the percentage of completion of the tasks, including in the stage. (Optional: if you are going to delete or add rows - check the correctness of the formulas, whether they cover the entire required range).

An example of filling in the table fields looks like this:

STATUS	PRIORITY	TASK	START DATE	DURATION, days	COMPLETION DATE	RISK	MILESTONE DATE	PERFORMER	% of completion	PROGRESS
Stage 1									36%	
Not started	Medium	Activity 1	11/01/21	10	11/11/21	Medium risk		Name 1	0%	
Completed	High	Activity 2	11/05/21	15	11/20/21	Low risk		Name 2	100%	<div style="width: 100%;"></div>
In process	Low	Activity 3	11/20/21	13	12/03/21	High risk		Name 3	34%	<div style="width: 34%;"></div>
Paused	Low	Activity 4	09/18/21	5	09/23/21	Low risk	09/25/21	Name 4	66%	<div style="width: 66%;"></div>
In process	Low	Activity 5	12/03/21	23	12/26/21	Low risk		Name 5	30%	<div style="width: 30%;"></div>
In process	High	Activity 6	12/10/21	45	01/24/22	Low risk		Name 6	10%	<div style="width: 10%;"></div>
In process	High	Activity 7	12/25/21	23	01/17/22	Low risk		Name 7	15%	<div style="width: 15%;"></div>

There are also 2 information fields in the table header:

- "COMPLETION BY TIME" - displays the project completion percentage, which considers the project start date, the end date, and the current date (today, which is updated daily).
- "COMPLETION BY STAGES" - displays the project completion percentage, which is calculated as the average between the completion values of the project milestones.

Thus, if all tasks are planned evenly, you can analyze whether you have a critical time lag or not.

COMPLETION BY TIME	15%
COMPLETION BY STAGES	44%