

Project Task Tracker

Plan, assign, and track every task in your project from start to completion.

HOW TO USE

1. Go to the Task Tracker tab and enter your project name and project manager at the top.
2. For each task, enter a task number, task name, project phase, and who it is assigned to.
3. Set the Priority (High, Medium, Low), start date, and due date.
4. Days Remaining calculates automatically from today. Overdue tasks show in red.
5. Update Status and percentage complete as work progresses.
6. The summary band at the top shows total tasks, completed, in progress, and overdue.

CLEARING THE SAMPLE DATA

The blue cells contain example data. Select them and press Delete to start with your own tasks. The white Days Remaining column looks after itself.

REMOVING THE FOOTER CREDIT

A small OpenSheets credit prints in the page footer. You are welcome to keep it. To remove it, go to Page Layout, then Page Setup, then the Header/Footer tab.

NOTES

Blue cells are your inputs. White cells are calculated. Do not type over the white cells. The sheet is protected so only blue cells can be edited.

Free template from

[OpenSheets.co.uk](https://www.opensheets.co.uk)

Professional spreadsheet templates for UK small businesses.

Going digital for Making Tax Digital?

[aligned.tax](https://www.aligned.tax)

MTD for Income Tax bridging and compliance for sole traders and landlords.

