SIMPLY RESOURCEFUL / FREE PRINTABLE

Project Task Tracker

Project: _____ Review date: _____

Total tasks	Completed	Overdue
_____	_____	_____

01 / Main record

Task	Owner	Priority	Due date	Status	Progress

02 / Follow-up and planning

Milestone / blocker	Owner	Next step	Due

03 / Review

Top priority _____

Escalation needed _____