

**Thank you for downloading this brochure for our Simple Project Tracker.  
Take a look below to see what this software offers you.**

The Simple Project Tracker gives you the following advantages:

- Have a comprehensive list of tasks required for each project**
- Assign each task with a number of days required to undertake**
- Eliminate excluded tasks quickly and easily**
- Assign each task to a staff member and monitor their performance**
- Generate an up to date report, for any project at any stage, with the click of a button**
- Monitor overdue or active tasks easily**
- You have control over working weekends or not, and including bank holidays in your schedule**
- And more.. Take a look below for more details**

You will be able to add up to 20 staff per project (or 20 staff overall, used on each project). These staff will then be available for tasks in the project, as well as appearing on the report.

Click on the Image to Watch a Demo Video



Please Check and Complete Details Below

Below Are Spaces for up to 20 Personnel Working on this Project - You Can Use as Many or as Few as You Require

1	Richard	5		9	Andrew	13		17	
2	Wendy	6		10	Claire	14		18	
3		7		11		15		19	
4		8		12		16		20	

**Your Company Name:**

Test Company

You can then setup your project (and use the setup version as a default if you wish to use the same layout for all projects. Just fill in the required details for each task (including how many days they will take), and make the required selections. This sheet can then be hidden (if your staff use this sheet) so they can't be altered.

### Setup

Add a list of your tasks, number them in the order that you wish for them to appear, and then sort by that column. Add in the task name, description of the task, and how many working days each task should take. If you can achieve various tasks on one day, select the task most likely NOT to be excluded (and list it first out of the choices), assign that 1 day, and then give a 0 value to the other tasks that go with it. Please also make your selections below.

Add any dates of bank holidays (or days closed) below during the expected project date. These dates will not be counted.

Include or exclude weekends and bank holidays in your 'working days'  
How many working days before a task due date should it become 'active'? Exclude  
3

Task No.	Task Name	Task Description	Working Days	Bank Holidays
1	Task 1	This is a description of task 1	1	
2	Task 2	This is a description of task 2	2	
3	Task 3	This is a description of task 3	4	
4	Task 4	This is a description of task 4	1	
5	Task 5	This is a description of task 5	2	
6	Task 6	This is a description of task 6	5	
7	Task 7	This is a description of task 7	3	
8	Task 8	This is a description of task 8	2	
9	Task 9	This is a description of task 9	0	
10	Task 10	This is a description of task 10	0	
11	Task 11	This is a description of task 11	4	
12	Task 12	This is a description of task 12	5	

After setting up your sheet, you can then access the schedule itself. The red details are completed automatically and the green can be completed by you or your staff. This sheet is the only one that gets filled in and updated during the course of the project, the more up to date, the more accurate it is.

### Project Schedule for Usual Client by Test Company

**Project / Client Name:** Usual Client

This has been setup to exclude weekends and bank holidays, however no bank holidays have been imputed

Project Start Date	01 May 2016
Required End Date	31 May 2016
Scheduled End Date	27 May 2016

Due to complete on time

Task Breakdown	
Done On Time	6
Done Late	2
Future Task	2
Active Task	0
Overdue Task	0
Excluded Task	2

Exclude	Task Name	Task Description	Personnel	Due Date	Completed Date	Status
	Task 1	This is a description of task 1	Wendy	02 May 2016	01 May 2016	Done On Time
	Task 2	This is a description of task 2	Wendy	04 May 2016	03 May 2016	Done On Time
	Task 3	This is a description of task 3	Richard	10 May 2016	09 May 2016	Done On Time
	Task 4	This is a description of task 4	Wendy	11 May 2016	12 May 2016	Done Late
	Task 5	This is a description of task 5	Richard	13 May 2016	13 May 2016	Done On Time
	Task 6	This is a description of task 6	Andrew	20 May 2016	21 May 2016	Done Late
	Task 7	This is a description of task 7	Claire	25 May 2016	24 May 2016	Done On Time
	Task 8	This is a description of task 8	Andrew	27 May 2016	26 May 2016	Done On Time
	Task 9	This is a description of task 9	Claire	27 May 2016		Future Task
	Task 10	This is a description of task 10	Wendy	27 May 2016		Future Task
Exclude	Task 11	This is a description of task 11	Richard			Excluded Task
Exclude	Task 12	This is a description of task 12	Richard			Excluded Task

At any stage, you can click on the report tab, and see an up to date report of your current project. This is extremely handy if you wish to keep records of your jobs, or if you wish to review a completed job. How handy would it be if you could review all of your projects once done, now you can! There is an example of such a report at the end of this PDF.

So there you have it, how useful is this going to be to you and your business? If you wish to get more information, please follow the links below, and remember if you want something custom made for your needs, we do that too!

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**Or Visit:**

**[www.spreadsheetsolutions.biz](http://www.spreadsheetsolutions.biz)**

To watch a demonstrational video

Scroll down the the next page, to see an example of the report!

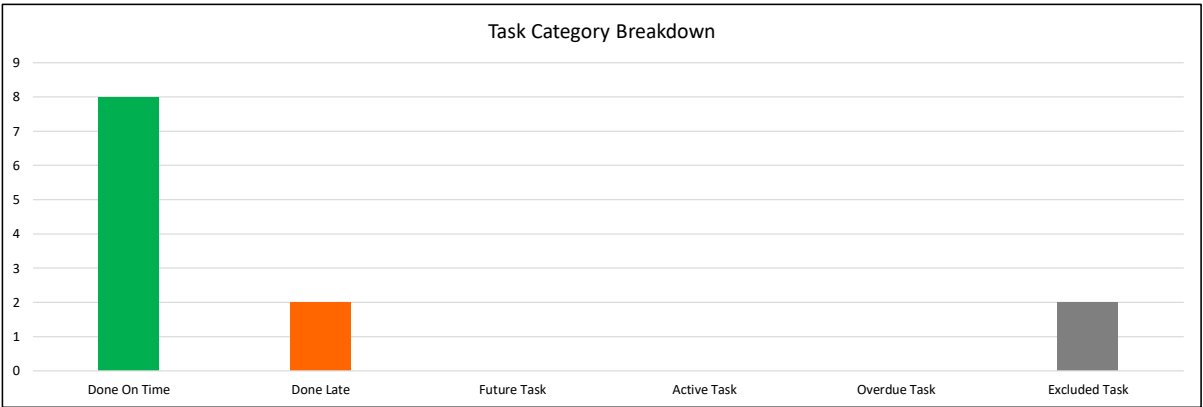
<b>Project Report for 'Your Client' Project by Your Company</b>	Report Date:	18 May 2016
	Project Status:	Complete
	Progress:	On Track

### Overall Project View

Project Start Date:	01 May 2016	Required End Date:	31 May 2016	Scheduled End Date:	27 May 2016	Actual End Date:	27 May 2016	
Working Days Between Required End Date & Actual End Date:		4		Working Days Between Scheduled End Date & Actual End Date:		0		
		On Target				On Target		
Total Working Days Scheduled for the Project:	20	Total Working Days Used on the Project:	19	Percentage Over or Under Target:				5%
		On Target						On Target
Current % of Tasks Completed:	100%	Current Percentage of Allocated Time Passed on Project:	65%	Scheduled End Date Before Required End Date:				✓

### Task Category Breakdown

Done On Time	8	Active Task	0	Future Task	0	<b>Current Success Rate:</b>	<b>80%</b>
Done Late	2	Overdue Task	0	Excluded Task	2		



### Personnel Breakdown

Name	On Time	Late	Active	Overdue	Future	
Richard	2	0	0	0	0	✓
Wendy	3	1	0	0	0	X
Andrew	1	1	0	0	0	X
Claire	2	0	0	0	0	✓

