

Use the “Project schedule template” to schedule project activities, track budget utilization and project task progress.

The table header contains several fields with the characteristics of your project that you need to fill in.

PROJECT TITLE	<input type="text"/>	START DATE	<input type="text"/>
PROJECT MANAGER	<input type="text"/>	END DATE	<input type="text"/>

These are the fields:

- “PROJECT TITLE” Enter the name of your project/ program/ initiative in this cell;
- “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/yyyy**;
- “END DATE” in the cell adjacent to this description, enter the end date of your project in the format **mm/dd/yyyy**.

Below is a table for managing the schedule of project activities.

TASK	START DATE	END DATE	DURATION	PERFORMER	ESTIMATED BUDGET	ACTUAL BUDGET	RISKS	% COMPLETE
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The project schedule table contains the following columns:

- In the “TASK” column, it is necessary to enter a description of the task to be performed;
- In the “START DATE” column, it is needed to enter the start date for each task in the format **mm/dd/yy**;
- In the “END DATE” column, it is necessary to enter the end date for each task in the format **mm/dd/yy**;
- In the column “DURATION”, a formula has been introduced that automatically calculates the duration of the task in days;
- In the column “PERFORMER,” it is necessary to enter the names of the executors responsible for the execution of each of the tasks;
- In the column “ESTIMATED BUDGET,” it is necessary to enter the value of the planned budget for every task;
- In the column “ACTUAL BUDGET,” it is necessary to enter the value of the actual costs for every task. If the actual costs do not exceed the planned

amount, the number will be shown in green; if it does exceed, it will be displayed in red.

- In the column "RISKS," it is necessary to indicate the potential risks that may interfere with the execution of the planned tasks;
- In the "% COMPLETE" column on the left, as the project progresses, mark the percentage of its completion in the row of each task. On the right graphically displayed the level of completion of the task, depending on the entered value.

Also, all tasks in the table are divided into blocks by phases. The table contains 3 stages with 10 tasks each in the original version. 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 in the table fields looks like this:

TASK	START DATE	END DATE	DURATION	PERFORMER	ESTIMATED BUDGET	ACTUAL BUDGET	RISKS	% COMPLETE
<i>Phase 1</i>								
Task 1	11/11/21	12/25/21	44	Performer 1	\$1,000.00	\$1,100.00		80% 
Task 2	03/09/21	04/01/21	23	Performer 2	\$2,000.00	\$1,800.00		60% 
Task 3	07/28/21	09/11/21	45	Performer 3	\$3,000.00	\$3,500.00		100% 
Task 4	05/02/21	05/09/21	7	Performer 4	\$1,000.00	\$200.00		15% 
Task 5	07/29/21	08/27/21	29	Performer 5	\$800.00	\$300.00		25% 
Task 6	01/05/21	01/25/21	20	Performer 6	\$1,500.00	\$1,550.00		85% 
Task 7	03/29/21	05/29/21	61	Performer 7	\$1,440.00	\$200.00		10% 
Task 8	01/02/21	04/25/21	113	Performer 8	\$3,399.00	\$3,400.00		90% 
Task 9	05/13/21	05/30/21	17	Performer 9	\$1,510.00	\$1,600.00		75% 
Task 10	05/30/21	07/30/21	61	Performer 10	\$1,798.00	\$0.00		0%