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Google sheets project tracker

We've compiled the most helpful free Google Sheets project tracker templates for project managers, project sponsors, team members, and other stakeholders. Plan and track your projects with these free, easy-to-use Google Sheets templates. Included on this page, you'll find a visually rich project tracking dashboard template, a tracker template for multiple projects, a phase-by-phase project tracking template, and a tracker template for integrated projects. Plus, get tips on how to create a project tracker in Google Sheets to successfully plan and track project progress. Download the Simple Project Tracker Template for Google SheetsUse this simple project tracking template to keep tabs on the status of all elements of your project, including priorities, and deadlines of individual tasks. For each project task, enter its status (e.g., in process, on hold, completed), priority level, due-date, description, and assignee. This simple Google Sheets project tracker template is the perfect solution for ensuring that your project deliverables meet your stakeholders' satisfaction, and that your team completes each project task. See this collection of free Google Sheets project management templates for more resources. Work with flexibility and security—from small projects to large-scale processes and entire portfolios. Smartsheet helps you break down projects into tasks, track progress, and manage resources, budgets, and workflows—all in one unified platform for seamless collaboration and delivery.Try Smartsheet for Free Download the Project Tracking Dashboard Template for Google SheetsKeep all project stakeholders in the know with this dynamic, visually rich project tracking dashboard template. In the Notes section, enter task details (e.g., assignments, start and end dates, and task status), the percentage of tasks completed, budget information, and notes on pending items. The template will automatically represent these details on the template's main Project Management Dashboard sheet, with a Gantt chart that shows task progress, a pie chart that reflects percentage of completed tasks, a horizontal bar graph that compares your planned and actual budget, and a vertical bar chart that shows the number of pending items. Use this template to gain visibility into project status for project sponsors and team members. Download free Google Sheets scheduling templates to keep closer tabs on your project timeline. Download the Multiple Project Tracker Template for Google Sheets This comprehensive, fully customizable multiple project tracker is perfect for tracking multiple projects in one Google Sheets template. The template includes sample text to help guide you through the process and prompts you to list each project's tasks, statuses, priorities, assignees, and deadlines. You can also use the template to track the percentage of each project's deliverables completed, as well as budget and cost details, so that you can keep tabs on the progress of all projects as they relate to your set budget.Take a look at these free monthly budget templates for Google Sheets to ensure you accurately account for everything budget-related in your projects. Download Project Tracking by Phase Template for Google SheetsThis project tracking by phase template with Gantt chart includes a phase-by-phase layout, so you can track groups of project tasks in chronological stages. Add details about the project's conception and initiation phase, definition and planning, launch and execution, performance, and closing the project. Enter tasks under its appropriate stage, designate start and end dates, and set the duration using the built-in, drag-and-drop functionality. Color-coded quarter-by-quarter and month-by-month columns provide you with a project tracking timeline that is easy to use and enables you to quickly update team members and other stakeholders on project progress. Visit our roundup of timeline template resources in Google formats to download more free templates. Download the Integrated Project Tracker Template for Google SheetsThis all-in-one integrated project tracker template can help you track every one of your project's components, with a separate sheet for Project Planning and Gantt, Stakeholders List, Cost Baseline, and Communication Plan. Use the template to track and monitor progress, assign tasks to team members, and deliver your product to your clients or customers on time.View these free monthly calendar templates for Google Sheets to capture due dates at-a-glance. To successfully track your project, set clear objectives and develop a plan. List each required project task, its status, and who is responsible. The simplest way to create a project tracker in Google Sheets is to use a project tracker plan template.Set Clear Project Objectives Define the project's objectives and make sure that they are specific, measurable, achievable, relevant, and time-bound (SMART). Learn tips and tricks for writing SMART goals.Develop a Project Plan Create a project plan that outlines the project's scope, schedule, budget, risks, and deliverables: Scope: List your project's specific boundaries and objectives, including the work that will be done, the deliverables that will be produced, and the resources and constraints involved. Your project scope should define what is included in the project and what is not. Learn more about project scope and keep it in check.Schedule: Provide a timeline that outlines the planned start and end dates for each task and milestone in your project. Your project schedule should include information on the duration of a task, any task dependencies, and the resources required to complete each. Budget: Provide an estimate of the total cost required to finish a project. Your project budget should include all the resources needed to complete the project, such as labor, materials, resources, equipment, and overhead costs. Use a project budget template to help determine total costs.Risks: List any circumstances that could have a negative impact on the successful completion of a project. These could include changes in project scope, lack of resources, unexpected obstacles, and external factors such as economic conditions or regulatory changes. Deliverables: List the specific outputs that you and your team are expected to deliver by the end of each project phase or at the completion of the project. Deliverables can include physical items such as reports, documents, software, hardware, or prototypes, as well as intangible items such as training programs or customer support. Assign Tasks and Responsibilities The next step is to assign tasks and responsibilities to team members and ensure that everyone understands their roles. For each project task, include the following: Task: Provide the name of each specific activity or work item that must be completed as part of your project. Status: Select the status for each project task (e.g., On Hold, In Process, Completed). Priority: Set a priority for each project task (e.g., Low, Medium, High, Critical). Deadline: Set deadlines by which each project task must be completed. Assignee: Assign each task to a project team member for completion. Description: Provide a brief description of each project task. Deliverable: List the intended result of each task (i.e., what it should accomplish). Percentage Done: Provide a percentage-of-completion for each task. Fixed Cost: If applicable, list each project task's unvarying costs (i.e., the expenses that do not vary with the level of production or project scope). Estimated Hours: Provide the estimated hours for each task. Actual Hours: List the actual hours spent on each task took. This number will help produce more accurate estimates for future projects. Monitor ProgressMonitor the project's progress regularly to ensure it is on track. Use key performance indicators (KPIs) to successfully evaluate your progress toward achieving your project's specific goals or objectives. Communicate with Stakeholders Keep stakeholders informed of the project's progress, issues, and risks. Provide regular status reports and hold meetings as needed. Download a Project Tracker Template Now that you've gathered all the key information about a project download and complete a project tracking template to monitor and manage the progress of a project. Project managers and team members can use the completed template to stay organized, identify potential issues or delays, and ensure tasks are completed on time.Evaluate Project Performance Upon project completion, review the project tracker and evaluate the project's performance to identify areas for improvement. From simple task management and project planning to complex resource and portfolio management, Smartsheet helps you improve collaboration and increase work velocity — empowering you to get more done. The Smartsheet platform makes it easy to plan, capture, manage, and report on work from anywhere, helping your team be more effective and get more done. Report on key metrics and get real-time visibility into work as it happens with roll-up reports, dashboards, and automated workflows built to keep your team connected and informed. When teams have clarity into the work getting done, there's no telling how much more they can accomplish in the same amount of time. Try Smartsheet for free, today. Try Smartsheet for Free Get a Free Smartsheet Demo On this page, there are several different Google Sheets project management timeline templates that you can choose from. Project timelines are an incredible tool for any business, and using them can help you easily plan projects and visualize the timeline of important tasks! If you want you can use the task tracker template, or you can use one of the project timeline templates. Each one is described in detail below. These Gantt chart / task tracker templates have lots of different helpful features such as automatic color coding and simple timeline setting... but at the same time the templates are easy to use and easy to read. The project timelines will help you and your business stay organized, and prepared for upcoming events! You can set any start date that you want for the timeline, but the templates on this page have now been updated to display 2023-2024 for your convenience! *Note that if you do not want the task name to show within the colored bars, simply unhide row 5 in the template, and delete the contents / formulas in row 5, then the labels will disappear. You can choose between the template versions described below, so that you will be able to find the exact project management template that you need. Each of the templates will allow you to manage tasks for up to a year, and has room for 100 tasks. If you don't need room for 100 tasks or an entire year of tracking, you can delete columns and rows to make the spreadsheet smaller. Daily project timeline The daily timeline has one column for each day of the year, and breaks down the timeline of tasks with precision. Weekly project timeline The weekly timeline has one column for each week of the year, where you will be able to see if a task takes place within a given week, rather than on a given day. Monthly project timeline The monthly timeline has one column for each month, and so will indicate the months that a given task has passed occur in, for each month. Combination project timeline (Daily / Weekly / Monthly) This full template combines all three of the templates described above, so that you can simply enter your tasks and dates on the "daily" tab, and then the "Weekly" and "Monthly" tabs will automatically fill with the same data. This will allow you to view the same tasks in multiple timeline views! Task tracker template This tracker will allow you to track the completion of tasks, and also allows you to track the completion of subtasks within each main task. Click here if you are looking for to-do list / checklist templates for tracking tasks See more Google Sheets templates Each of the templates will allow you to enter a custom start date for the timeline itself. After setting the timeline start date, the sheet will automatically generate the rest of the timeline, whether you are using the daily, weekly, or monthly version. Make sure that you designate the year when typing the date, because if you do not enter a year then Google Sheets will assume the current year... which you may want in some cases, but not all. For example, if you want your start date to be March 1st, 2024... then type "3/1/2024" and then press enter. One of the most important features of the project timeline Gantt chart is the conditional formatting, or in other words the automatic coloring. The templates here at SpreadsheetsClass.com have a couple of extra conditional color features, beyond the normal project timeline. As you would expect from a project timeline, a colored indication will appear along the timeline in each row, based on the start / end date. If no priority level is set, this color will be green. You can choose to set a priority level for each task if you want, which will change the color of the timeline indication for higher priority tasks. If the priority setting is left blank, "Normal" priority is assumed, and the indications will appear/remain green. 1 - (Normal): This priority level will display in green color 2 - (Important): This priority level will display in yellow color 3 - (Critical): This priority level will display in red color (The picture near the top of this page shows what the daily template looks like if no priority levels are set) You will see that each template will mark the current day in green, on the timeline itself (Or the current week / month for other versions). In column A where the tasks titles are, the cells will change colors depending on whether a given task has passed, is yet to occur, or is upcoming. Normal / white cells In progress tasks: Blue cells Already passed tasks: Grey cells *Note: All of the templates will display a warning when trying to edit any cell that should not be edited. The instructions in each section below will tell you which cells are unlocked in each template. Get the template The daily template offers the most detail! The daily timeline is the biggest file, because there is an column for each day of the year... so you will need to scroll right to see the full timeline. For this reason, when setting the timeline start date give the sheet a moment to adjust the conditional formatting for the entire sheet/year. Instructions: Enter the timeline start date in cell E4 Enter the tasks name in column A Enter the start date for each task in column B Enter the end date for each task in column C Optional: Select the priority level for each task in column D Get the template The weekly template offers a more compact view for managing the timeline of projects. There is one column for each week of the year, and so the Gantt chart will display an indication of whether or not each task occurs within a seven day period. Instructions: Enter the timeline start date in cell E4 Enter the tasks name in column A Enter the start date for each task in column B Enter the end date for each task in column C Optional: Select the priority level for each task in column D With the monthly project timeline you will be able to see which months that events / tasks are occurring in. In this individual monthly version, you will be able to track for up to 2 years. Get the template Instructions: Enter the timeline start date in cell D2 Enter the tasks name in column A Enter the start date for each task in column B Enter the end date for each task in column C Optional: Select the priority level for each task in column D In this full combined version of the project management timeline template, you will be able to see daily, weekly, and monthly views all in one file, while only needing to enter your task names and start / end dates one time, on the first tab! This version will allow you to see your tasks broken down in several different views, so that you will be able to see detail, as well as an overarching view of your project. Get the template Instructions: Enter the timeline start date in cell E4 of the "Daily" tab Enter the tasks name in column A of the "Daily" tab Enter the start date for each task in column B of the "Daily" tab Enter the end date for each task in column C of the "Daily" tab Optional: Select the priority level for each task in column D of the "Daily" tab Switch to the weekly and monthly tabs to see your data in a different view This template will allow you to track the completion of tasks, and you can also track the completion of subtasks within each main task, if you want. Conditional formatting is used to display the completion status of each task / subtask, where the cell will turn green if the task is marked complete. The template also calculates the percent completion of each main task, based on the number of subtasks (set manually in cell E2 / the yellow cell), and based on the number of subtasks marked as being complete. Then at the top there is an overall calculation that displays the total percent completion for all tasks combined. Conditional formatting will display a scale of red to green depending on the percent completion. You can also set a date for each task, and you can record notes etc. for each task. Get the template Instructions: Enter the task names in column A Optional: Record the due date in column B, and record notes in column C Set the number of subtasks in cell E2 (enter the number 1 if there are no subtasks) Starting in column F, enter any text / character into the cells to mark a task as being complete Note that any character entered will specify that a task is complete. Any character / text will turn the cells green, except if you enter a hyphen (-)... this will turn the cell yellow but will still count as being complete in the calculation. This allows you to mark / flag a cell that is partially complete but needs more attention. Google Sheets also has project management templates that are provided directly through the Google Sheets template gallery. To access this, follow the steps below. In an open Google spreadsheet, click "File" on the top toolbar. Then click "New". Then click "From template gallery". Scroll down and you will see that there is a section called, "Project Management" with multiple project management templates. Now you have access to all the task tracker / project management templates that you need! Every team has that one collaborator who does everything out of spreadsheets. Writing copy for a new ad campaign? Spreadsheet. Doing SEO research? Spreadsheet. Tracking integrated apps? Spreadsheet. Taking votes for their manager's birthday present? Multiple spreadsheets. But when it comes to project management, is Google Sheets the right choice? Well, yes. There are plenty of great reasons why Google Sheets can be your project management tool of choice. That, and there are plenty of resources out there that do most of the work for you. Let's dive in. Just want the project management templates? Skip here. In this article, Project management is a complex discipline that encapsulates all the techniques, methods, and tools someone can use to make sure a project goes off without a hitch. In simpler terms, it's everything you do to get your project across the finish line on time and on budget. Google Sheets is a cloud-based spreadsheet tool so flexible you can use it to build reports, store data, and so much more. Put the two together, and you get Google Sheets project management, which means using spreadsheets as a hub for managing your projects. Because the tool is so flexible, you can use it to manage any kind of project, with teams of any size. An easy way to stay organized in your Sheets projects is to use dropdown fields to represent a range of important data points for a task tracker: priority, status, people, places or any other category you might want. Then, of course, there are date fields which become essential for tracking timelines in Google Sheets. Throw in a start date and due date, then your project management tracker is all set. There's no shortage of project management tools out there. So why use Google Sheets in the first place? Well, the popular spreadsheet software does come with a number of advantages. Every organization uses spreadsheets for budgets, resource tracking, dashboarding, data analysis, and more. Since the Google Suite is so prevalent, Sheets is the natural spreadsheet tool of choice for project managers. In fact, it's estimated that over 2 billion people use it. That's nearly twice as many users as Microsoft Excel. Google Sheets' more advanced features might take some getting used to, but getting up-and-running doesn't. Some project management tools have a bit of a learning curve. You need to learn a new interface and new terms, and that's just before figuring out how the thing works. Spreadsheets have been so common for so long that getting started is no more than a speed bump, and every project manager is already using them. One of Google Sheets' strongest features is the ability to collaborate in real time. Anyone who has access to a spreadsheet can leave comments, make edits, and suggest changes. That means you don't have to build a project management sheet all by yourself. You can get feedback, assistance, and approval all without having a meeting. That alone can make Google Sheets a central pillar of any tool stack. 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Combined with a Unito flow between Google Sheets and Trello, this template can create an automated report that lets everyone know how your projects in Trello are going. Building a report involves consolidating data from multiple sources and turning it into something people can use. And you're usually doing that process over, and over, and over again. With this template for Google Sheets, you don't have to do any of that work. By building a Unito flow, you can connect your Google Sheets report to all your work tools and automatically populate it with up-to-date information. No more manually updating reports. A Gantt chart plots all the work that needs to happen on a timeline. The vertical axis on the left tracks the work that gets done, and the horizontal axis represents the time each task will take to get done. With this project management template for Google Sheets, you can build Gantt charts without any dedicated tools. Running a project that involves a sales team? Then you need a project management sheet all by yourself. You can turn any spreadsheet into a simple way to track issues. A product roadmap lets project managers track current work and future priorities for a product in a way that's easy to share and communicate. This template lets you do that with Google Sheets for multiple products at once. This template is one of the closest to a dedicated project management tool you'll find. Create tasks, subtasks, assign work, and even monitor completion and workload all from the same sheet. Embarking on a new project without making a plan is a bit like going on a three-day hike without a map. Best case scenario, you just go a bit off track. Worst case, you need a helicopter to get you out. If your organization doesn't have a helicopter, you can use this template to plan your projects before you start. Properly managing resources is a huge part of project management. With this template, project managers can track resource spend across multiple projects, which makes reporting on this later that much easier. Agencies have to move quickly, which means project managers need to be on top of their game. With this template, you can clearly block out important tasks without using a dedicated project management tool. That can be a gamechanger for some agencies. Some projects need in-depth review on the daily to make sure everything's progressing smoothly. While a project management tool is usually the best way to do that, getting such a tool doesn't always make sense for all organizations. With this template, you can do that tracking without adding an expensive tool to your stack. You can also get weekly and monthly versions of this template. One thing project managers have to deal with all the time? Meetings. 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Get this project management template You've learned that Google Sheets project management is not just possible, but powerful. You've gained access to some project management templates to make it easier. But that's not all you can do. Google Sheets is a great tool, but that doesn't mean it's the go-to for every kind of work. Some teams need specialized tools. Developers might use Jira for squashing bugs and working on your product's next best feature. Your sales team might never leave Salesforce or HubSpot, where they can see every detail of a new deal. You can set up your Sheets with the best project management template out there, but what if your collaborators already have their own setup? What do you do? Abandon ship and jump over to their tool? That's not always possible, and usually not desirable. Instead, you can use Unito. We even have a few handy step-by-step guides to help you get started by connecting Google Sheets with: Unito has some of the deepest two-way integrations on the market for the world's most popular work tools. You can sync crucial information back and forth between the apps your teams need to get things done. If you're working in Google Sheets, Unito can pull crucial information out of any other tool in your organization and automatically plug it into your Sheet. And when you do your own work, Unito sends updates back to other teams in real-time. Departments at the municipality of Järfälla use Unito to sync important updates from Trello to Google Sheets. That way, project managers and other leaders know who's blitzing through their tasks and who needs help. It improves the team's performance, cuts down on the number of emails they send, and keeps crucial data updated at all times. Here's how they do it. The best part? Unito has a free 14-day trial so you can try this too. Using Google Sheets for project management means turning spreadsheets into your hub for managing assignments, tasks and everything that comes with them. But since the tool is so flexible, you can use it to manage work of just about any kind, with teams of any size. All you need to get going is a simple Google Sheets project planning template. Ours is one of the closest you'll find to a dedicated project management tool. Create tasks, subtasks, assign work, and even monitor completion and workload all from the same sheet. Building a report involves consolidating data from multiple sources and turning it into something your team can review. Unito enables you to connect your Google Sheets report (downloadable template) to your other work tools and automatically populate it with up-to-date information. No more manually updating reports. A Gantt chart maps out the work that needs to happen on a timeline. You can track any work that needs to gets done mapped to the time it takes to complete each task. Here's another Unito template for Google Sheets Gantt charts. One of the main concerns in project management is making sure a project stays on budget. For some people, that's why spreadsheets were invented. A simple expense tracker template can help you keep an eye on how much money you've spent so far. You can set up your Google Sheets with the best project management templates out there, but what if your collaborators already manage their work with other tools? What do you do? Migration is an option, but it's not the only one. Instead, you can use Unito. Whether your colleagues work out of Trello, Jira, Airtable, or any other app, you can seamlessly connect project information across tools with Unito's automated two-way integration for Google Sheets. Best of all? It's free for 14 days. Got any questions? Visit Unito's Help Center. Every team has that one collaborator who does everything out of spreadsheets. Writing copy for a new ad campaign? Spreadsheet. Doing SEO research? Spreadsheet. Tracking integrated apps? Spreadsheet. Taking votes for their manager's birthday present? Multiple spreadsheets. But when it comes to project management, is Google Sheets the right choice? Well, yes. There are plenty of great reasons why Google Sheets can be your project management tool of choice. That, and there are plenty of resources out there that do most of the work for you. Let's dive in. Just want the project management templates? Skip here. In this article, Project management is a complex discipline that encapsulates all the techniques, methods, and tools someone can use to make sure a project goes off without a hitch. In simpler terms, it's everything you do to get your project across the finish line on time and on budget. 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With this Google Sheets template, you can make sure that doesn't happen. Get this project management template You've learned that Google Sheets project management is not just possible, but powerful. You've gained access to some project management templates to make it easier. But that's not all you can do. Google Sheets is a great tool, but that doesn't mean it's the go-to for every kind of work. Some teams need specialized tools. Developers might use Jira for squashing bugs and working on your product's next best feature. Your sales team might never leave Salesforce or HubSpot, where they can see every detail of a new deal. You can set up your Sheets with the best project management template out there, but what if your collaborators already have their own setup? What do you do? Abandon ship and jump over to their tool? That's not always possible, and usually not desirable. Instead, you can use Unito. We even have a few handy step-by-step guides to help you get started by connecting Google Sheets with: Unito has some of the deepest two-way integrations on the market for the world's most popular work tools. You can sync crucial information back and forth between the apps your teams need to get things done. If you're working in Google Sheets, Unito can pull crucial information out of any other tool in your organization and automatically plug it into your Sheet. And when you do your own work, Unito sends updates back to other teams in real-time. Departments at the municipality of Järfälla use Unito to sync important updates from Trello to Google Sheets. That way, project managers and other leaders know who's blitzing through their tasks and who needs help. It improves the team's performance, cuts down on the number of emails they send, and keeps crucial data updated at all times. Here's how they do it. The best part? Unito has a free 14-day trial so you can try this too. Using Google Sheets for project management means turning spreadsheets into your hub for managing assignments, tasks and everything that comes with them. But since the tool is so flexible, you can use it to manage work of just about any kind, with teams of any size. All you need to get going is a simple Google Sheets project planning template. Ours is one of the closest you'll find to a dedicated project management tool. Create tasks, subtasks, assign work, and even monitor completion and workload all from the same sheet. Building a report involves consolidating data from multiple sources and turning it into something your team can review. Unito enables you to connect your Google Sheets report (downloadable template) to your other work tools and automatically populate it with up-to-date information. No more manually updating reports. A Gantt chart maps out the work that needs to happen on a timeline. You can track any work that needs to gets done mapped to the time it takes to complete each task. Here's another Unito template for Google Sheets Gantt charts. One of the main concerns in project management is making sure a project stays on budget. For some people, that's why spreadsheets were invented. A simple expense tracker template can help you keep an eye on how much money you've spent so far. You can set up your Google Sheets with the best project management templates out there, but what if your collaborators already manage their work with other tools? What do you do? Migration is an option, but it's not the only one. Instead, you can use Unito. Whether your colleagues work out of Trello, Jira, Airtable, or any other app, you can seamlessly connect project information across tools with Unito's automated two-way integration for Google Sheets. Best of all? It's free for 14 days. Got any questions? Visit Unito's Help Center.