**SIMPLE PROJECT TASK LIST TEMPLATE EXAMPLE**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|   |   |   |   | PROJECTS | DELIVERABLE(S) | COST / HOURS |
| AT RISK | STATUS | PRIORITY | DEADLINE | TASK | DESCRIPTION | ASSIGNED TO | DELIVERABLE | % DONE | FIXED COST | ESTIMATED HOURS | ACTUAL HOURS |
|   |   |   | MM/DD/YY | PROJECT NAME |   |   |   |   |   |   |   |
| No | Complete | High | MM/DD/YY | Task 1 | Task description | Bert D. |  | 100% | $550.00  | 5 | 4 |
| No | In Progress | High | MM/DD/YY | Task 2 | Task description | Verda L. |  | 80% | $450.00  | 3 | 3 |
| Yes | Overdue | High | MM/DD/YY | Task 3 | Task description | Jamal C. |  | 30% | $325.00  | 4 | 6 |
|   | Not Started | Medium |   | Task 4 |  |  |  | 0% | $  | 3  |  3 |
|   | On Hold | Low |   | Task 5 |  |  |  | 10% | $ |  2 | 2  |
|   |   |   |   | PROJECT NAME |   |   |  |   |   |   |   |
|   | Needs Review |   |   | Task 1 |  |  |   |   |  |   |   |
|   | Approved |   |   | Task 2 |  |  |  |   |  |   |   |
|   |   |   |   | Task 3 |  |  |  |   |  |   |   |
|   |   |   |   | Task 4 |  |  |  |   |  |   |   |
|   |   |   |   | PROJECT NAME |   |   |   |   |   |   |   |
|   |   |   |   | Task 1 |  |  |  |   |  |   |   |
|   |   |   |   | Task 2 |  |  |  |   |  |   |   |
|   |   |   |   | Task 3 |  |  |  |   |  |   |   |
|   |   |   |   | Task 4 |  |  |  |   |  |   |   |
|   |   |   |   | Task 5 |  |  |  |   |  |   |   |
|   |   |   |   |  |  |  |  |   |  |   |   |
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