[](https://www.smartsheet.com/try-it?trp=11588&utm_source=integrated-content&utm_campaign=/content/project-task-list-template&utm_medium=Sample+Simple+Project+Task+List+doc+11588&lpa=Sample+Simple+Project+Task+List+doc+11588&lx=PFpZZjisDNTS-Ddigi3MyABAgeTPLDIL8TQRu558b7w)**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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