

Project Management: Project Tracker Template

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About: This template helps project teams track and manage tasks for Community Clean Energy Resilience Hub (CCRH) projects. It provides a structured format for monitoring deliverables, timelines, team responsibilities, and costs.

Usage Description: This template can be followed to create a unique Project Tracker for a CCRH.



Project Tracker Template

Objective:

This template helps project teams track and manage tasks for Community Clean Energy Resilience Hub (CCRH) projects. It provides a structured format for monitoring deliverables, timelines, team responsibilities, and costs.

How to Use

1. Enter the project title, organization, and project manager.
2. List all project tasks in the table, along with their start/end dates, duration, and assignment.
3. Update the status, priority, % completion, and cost/time estimates regularly.
4. Use this document for internal updates, funder reports, or coordination across teams.

Status & Priority Keys

- Status Options: Not Yet Started, In Progress, On Hold, Complete
- Priority Options: Low, Medium, High

Project Information

- Project Title: _____
- Organization Name: _____
- Project Manager: _____
- Date: _____

Project Task Table

Task Name	Assignee	Description	Status	Priority	Start Date	End Date	Duration	% Done	Fixed Cost (\$)	Est. Hours	Actual Hours
Finalize site plan	Architect Team	Confirm layout and submit to permitting office	In Progress	High	06/01/25	06/07/25	6	65%	\$3,000	20	14