

## **Project Management: Project Tracker Example**

### **Licensed Under Creative Commons Attribution-NonCommercial 4.0 International**

This template is licensed under a Creative Commons Attribution-NonCommercial 4.0 International License (CC BY-NC 4.0).

You are free to:

- **Share** — copy and redistribute the material in any medium or format.
- **Adapt** — remix, transform, and build upon the material.

Under the following terms:

- **Attribution (BY):** Credit must be given to Beacon Climate Innovations LLC, T.R.U.E Collective
- **NonCommercial (NC):** Only noncommercial use of this material is permitted. Noncommercial means not primarily intended for or directed toward commercial advantage or monetary compensation.

**Learn more:** <https://creativecommons.org/licenses/by-nc/4.0/>

**BY:** Credit must be given to Beacon Climate Innovations LLC, T.R.U.E Collective

**NC:** Only noncommercial use of your work is permitted.

---

**About:** This project tracking sheet is a customizable template designed to help teams monitor progress, budget, and resource allocation across multiple CCRH-related projects. It includes columns for project phases, status, priority, assigned team members, percent completion, fixed costs, and estimated vs. actual hours. The structure is flexible enough to accommodate a variety of planning, implementation, or evaluation tasks across CCRH development cycles.

**Usage Description:** This tool is best suited for project managers, coordinators, or core team leads managing multiple work streams or deliverables related to resilience hub development. It is especially helpful during the execution and monitoring phases to:

- Track progress on deliverables (ex: architectural plans, grant submissions, contractor onboarding)
- Monitor cost and labor discrepancies
- Set and update task priorities across stakeholders
- Ensure accountability with clear ownership and timelines

Users can adapt this template to include CCRH-specific categories such as permitting milestones, community engagement checkpoints, or sustainability metrics.

# PROJECT TRACKING TEMPLATE

---

PROJECT TITLE [Project's title]

---

PROJECT MANAGER [Project Manager's name]

---

PROJECT DETAILS						
STATUS	PRIORITY	START DATE	END DATE	DURATION	TASK NAME	ASSIGNEE

## PROJECT XYZ PART 1

---

On Hold	High	9/9/18	9/10/18	1	Task	
Not Yet Started	Low	9/10/18	9/14/18	4	Task	
In Progress	Medium	9/11/18	9/20/18	9	Task	
Complete	Medium	9/12/18	9/20/18	8	Task	

## PROJECT NAME

---

On Hold	High	9/9/18	9/10/18	1	Task	
Not Yet Started	Low	9/10/18	9/14/18	4	Task	
In Progress	Medium	9/11/18	9/20/18	9	Task	
Complete	Medium	9/12/18	9/20/18	8	Task	

**Smartsheet Tip →**

Customize the list of possible statuses and priorities to the right so that the Status and Priority columns can use standardized values.

---

COMPANY NAME	[Company's name]
DATE	3/12/18

---

DESCRIPTION	DELIVERABLES		COST/HOURS		
	DELIVERABLE	% DONE	FIXED COST	ESTIMATED HOURS	ACTUAL HOURS
		<b>46%</b>	<b>\$1,640.00</b>	<b>55</b>	<b>56</b>
Details of task here		100%	\$200.00	30	25
Details of task here		50%	\$600.00	11	10
Details of task here		22%	\$800.00	12	18
Details of task here		11%	\$40.00	2	3
		<b>3%</b>	<b>\$690.00</b>	<b>33</b>	<b>32</b>
Details of task here		11%	\$400.00	20	20
Details of task here		0%	\$200.00	6	5
Details of task here		0%	\$50.00	5	5
Details of task here		0%	\$40.00	2	2

**STATUS KEY**

On Hold

Not Yet Started

In Progress

Complete

**PRIORITY KEY**

Low

Medium

High