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Multiple Project Tracker Template

What is Multiple Project Tracker Template?

The Multiple Project Tracker (MPT) template is a customizable Excel spreadsheet designed to help project managers track and monitor multiple projects simultaneously. This template provides an organized structure for tracking project details, progress, and performance metrics across multiple projects.

Key features of the MPT template:

1. **Project Information**: Each project has its own section with fields for project name, start date, end date, budget, and other relevant information.
2. **Task List**: A table is provided to list each task associated with a project, including task ID, description, start date, due date, responsible person, and status (e.g., Not Started, In Progress, Completed).
3. **Progress Tracking**: Columns are included to track progress for each task, such as percentage complete, hours worked, and comments.
4. **Budgeting and Cost Tracking**: The template allows for tracking budgeted costs against actual costs, with columns for budgeted amount, actual cost, and variance.
5. **Timeline**: A Gantt chart or timeline view can be created to visualize project timelines and dependencies.
6. **Reporting and Analysis**: The template includes pre-built formulas and charts to help analyze project performance, such as earned value management (EVM) calculations, burn-down charts, and burndown reports.

Benefits of using the MPT template:

1. **Improved Project Management**: The template helps project managers stay organized and focused on multiple projects simultaneously.
2. **Enhanced Collaboration**: Team members can access the same information, reducing misunderstandings and improving communication.
3. **Faster Reporting**: Pre-built formulas and charts enable quick reporting and analysis of project performance.
4. **Better Decision Making**: Data-driven insights help project managers make informed decisions about resource allocation, task prioritization, and budgeting.

The Multiple Project Tracker template is a valuable tool for project managers working on multiple projects simultaneously, providing a structured approach to tracking progress, budgeting, and reporting across multiple projects.

project, management, tools, project, tracking, templates, analysis, reporting, collaboration, budgeting, timelining, metrics, organization, performance, metrics, decision, making

Multiple Project Tracker

Overview

Date: YYYY-MM-DD
Prepared By: Your Name

Project Summaries

Project 1:

- **Status**: In Progress | On Hold | Completed
- **Milestones Achieved**: X out of Y
- **Next Milestone Due**: YYYY-MM-DD
- **Key Issues**: Briefly list any major issues or concerns.

Project 2:

- **Status**: In Progress | On Hold | Completed
- **Milestones Achieved**: X out of Y
- **Next Milestone Due**: YYYY-MM-DD
- **Key Issues**: Briefly list any major issues or concerns.

Detailed Tracking

Project 1:

Milestones

- [ ] Milestone 1 - Due Date
- [ ] Milestone 2 - Due Date

Tasks

- [ ] Task 1.1 - Due Date
    - **Assigned to**: Team Member Name
    - **Status**: Not Started | In Progress | Completed
- [ ] Task 1.2 - Due Date
    - **Assigned to**: Team Member Name
    - **Status**: Not Started | In Progress | Completed

Project 2:

Milestones

- [ ] Milestone 1 - Due Date
- [ ] Milestone 2 - Due Date

Tasks

- [ ] Task 2.1 - Due Date
    - **Assigned to**: Team Member Name
    - **Status**: Not Started | In Progress | Completed
- [ ] Task 2.2 - Due Date
    - **Assigned to**: Team Member Name
    - **Status**: Not Started | In Progress | Completed

Notes

- **General Note**: Add any general notes or comments relevant to managing multiple projects.

Review

- [ ] Weekly Review - Date
    - **Discussion Points**:
        - Point 1
        - Point 2
- [ ] Monthly Review - Date
    - **Discussion Points**:
        - Point 1
        - Point 2

This template is designed to provide an overview of tasks and milestones across multiple projects. Customize it to fit your team's workflow and project management style.

Export as PDF

Related:

- Project management

External links:

- Multiple Project Tracking Template for Excel [2 Options] —*spreadsheetpoint.com*
    - A multiple project tracking template for Excel can make it much easier to manage your team's goals. Luckily, you can download two excellent ones here.

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