






Multiple Project Tracking

Multiple Project Tracking List Required in Organization

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Portfolio Name: Text Here

Status Date:

 Project Priority	 Project Name	 Category	 Current Phase	 Project Completion Date
1	Manufacturing Project	Process	3 rd phase	12/23/2019
2	Research & development Project	IT	4 th phase	02/05/2020
Text Here	Text Here	Text Here	Text Here	Text Here

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Multiple Project Management:

- Multiple Project Tracking is the management of tasks, resources, and time for the execution and completion of multiple projects.
- Excel Templates can be used to effectively organize and manage multiple projects in a single spreadsheet.

Multiple Project Tracking with Progress and Status

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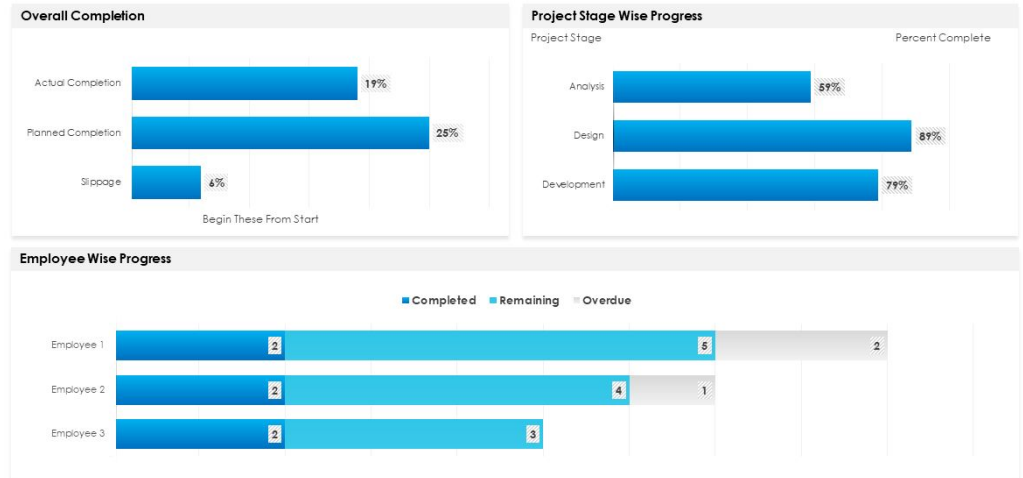
 Project Title	 Start Date	 End Date	 Duration (In Months)	 Progress	 Status
Inclusion of New Product in Product Line	24 th October 2019	24 th January 2020	4	76 %	On Track
Audit of Quarter 3 rd Budget	4 th September 2019	26 th November 2019	1.5	100%	Completed
Your Text Here	Your Text Here	Your Text Here	Your Text Here	Your Text Here	Your Text Here
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- **Project tracking** will assist you in streamlining processes by letting you know which tasks come before the other.
- And assisting you in prioritising one over the other. This also aids in risk mitigation, identifying and resolving roadblocks, and meeting deadlines.
- Overall, the team and the project are progressing in the right direction.

Multiple Metrics for Tracking Project Status

This graph/chart is linked to excel, and changes automatically based on data. Just left click on it and select "Edit Data".



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- In a project, **Project scheduling** refers to a roadmap of all activities that must be completed in the specified order and within the time slot allotted to each activity.
- Project managers tend to define various tasks, and project milestones and they arrange them keeping various factors in mind.

Quarterly Real Time Project Plan Tracking Roadmap

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Tasks	Start Date	End Date	Q1	Q2	Q3	Q4
Phase 1 : Self-Assessment						
Define Business Vision	XXXXXXXX	XXXXXXXX	■			
Identify Skills	XXXXXXXX	XXXXXXXX	■	■		
Add text here	XXXXXXXX	XXXXXXXX		■		
Phase 2 : Define Opportunity						
Research Market	XXXXXXXX	XXXXXXXX		■		
Conduct Interviews	XXXXXXXX	XXXXXXXX		■	■	
Add text here	XXXXXXXX	XXXXXXXX		■	■	
Add text here	XXXXXXXX	XXXXXXXX		■	■	■
Phase 3 : Evaluate Potential Risks						
Assess Market Size	XXXXXXXX	XXXXXXXX			■	
Estimate Competition	XXXXXXXX	XXXXXXXX			■	
Assess Needed Resources	XXXXXXXX	XXXXXXXX			■	
Add text here	XXXXXXXX	XXXXXXXX			■	■
Add text here	XXXXXXXX	XXXXXXXX			■	■
Phase 4 : Define the Market						
Access Available Research	XXXXXXXX	XXXXXXXX				■
Create Market Analysis	XXXXXXXX	XXXXXXXX				■
Add text here	XXXXXXXX	XXXXXXXX				■

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Creating an outline or document that includes :

- Team's tasks, dependencies, deadlines, and goals
- Delegating which team member is responsible for what, is one of the best ways to keep track of a project.

Timeline for Multiple Project on Daily Basis

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- Before beginning anything, make a plan.
- Make use of every tool at your disposal.
- Organize your tasks.
- Regular reviews will allow you to fine-tune your strategy.
- Understand when to delegate.
- Maintain your concentration.
- Communicate with your teammates.

Multiple Project Plan Timeline Weekly Basis

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CAMPAIGN TYPE	ADDITIONAL INFO	PHASE ONE			PHASE TWO			PHASE THREE			PHASE FOUR		
		WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5	WEEK 6	WEEK 7	WEEK 8	WEEK 9	WEEK 10	WEEK 11	WEEK 12
Project A													
• Research													
• Surveys													
• Text Here													
Project B													
• Text Here													
• Text Her													
Project C													
• Text Here													
• Text Here													

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FAQs

How do you keep a track of multiple projects and deadlines?

- Determine the urgency of each project and task.
- Make a single timeline for all of your projects.
- In advance, investigate all potential options for flexibility.
- Make time on your calendar to focus.
- Be truthful to yourself and your stakeholders.

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What are some multiple project tracking tools?

- Trello.
- Asana.
- monday.com.
- ClickUp.
- Hubstaff Tasks.

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What are the stages of project management?

- Initiation.
- Planning.
- Execution.
- Monitoring and control.
- Closure.

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