**

**Project Time Management Template**

**INSTRUCTIONS**

1. Start with the project overview. Fill in the key details.

2. Break the project into tasks. List tasks, assign responsibilities, set dates, and track their status.

3. Monitor timelines and resources. Compare planned versus actual time and ensure efficient resource allocation.

4. Assess risks and take action. Identify risks, assess their impact, and implement mitigation plans.

5. Update the project status regularly. Track progress and adjust timelines or resources as needed.

**PROJECT OVERVIEW**

Project name:

Project manager:

Start date:

End date:

Project goals:

**HIGH-LEVEL TASK LIST**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Task name** | *Description* | *Assigned to* | *Start date* | *End date* | *Status* | *Comments* |
| **Task 1** |  |  |  |  |  |  |
| **Task 2** |  |  |  |  |  |  |
| **Task 3** |  |  |  |  |  |  |

**TIME TRACKING**

|  |  |  |  |
| --- | --- | --- | --- |
| **Task name** | *Planned time* | *Actual time* | *Status* |
| **Task 1** |  |  |  |
| **Task 2** |  |  |  |
| **Task 3** |  |  |  |

**OVERALL PROJECT MILESTONES**

|  |  |  |  |
| --- | --- | --- | --- |
| **Milestones** | *Name* | *Description* | *Completion date* |
| **Milestone 1** |  |  |  |
| **Milestone 2** |  |  |  |
| **Milestone 3** |  |  |  |

**RESOURCE ALLOCATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Resource name** | *Resource type* | *Total utilization hours* | *Task(s) assigned* | *Availability status* |
| **Resource 1** |  |  |  |  |
| **Resource 2** |  |  |  |  |
| **Resource 3** |  |  |  |  |

**RISK TRACKING**

|  |  |  |  |
| --- | --- | --- | --- |
| **Risk description** | *Impact* | *Mitigation plan* | *Assigned to* |
| **Delay in Task 1** | High/med/low |  |  |
|  |  |  |  |
|  |  |  |  |

**RISK TRACKING**

* Overall progress (on track/delayed):
* Actions to get back on track: