



Template: Excel Project Management

Use these Excel templates to organize, store, and share information throughout the entire timeline of your project.

[Learn more](#) about this template.

Project name: [Include your project name here]

Mission: [Type in an overview of your company's mission and where the project fits in]

Completion date: [Date of when you anticipate your project to be completed]

Summary

[Identify business opportunities and answer the "why?" of the project.]

Click the links below to download the Excel project management templates.

For PPT, Excel, and Slides versions: Open > Download > *Select your file type

[Project status report template](#)

PROJECT STATUS REPORT TEMPLATE				
Project Name:				
PM	Sponsor		Date:	RAG
Progress and Achievements			Items for Escalation	
Milestones				
Milestone Description	Date	RAG	Owner	Comments
Top 5 Risks & Issues				
Risk/Issue	Severity	Action		Owner
Budget Spent:	% Spent			

Group project task template

PROJECT TASK LIST TEMPLATE

[illegible]

Action item template

Action Item Template

SCR #	Description	L/M/H		Due Reported	Owner	Due Date	Status
SCR #1	Describe action item		Low	<Due date>	Becca	<Due date>	Open
SCR #2		Medium		2/2/2022	Bob	<Due date>	Closed
SCR #3		High		<Due date>	Leah	2/2/2022	Query
SCR #4			Low	2/2/2022	Christine	<Due date>	Open
SCR #5		Medium		<Due date>	Alexa	<Due date>	Closed
SCR #6		High		<Due date>	Nhu	<Due date>	Query
SCR #7			Low	<Due date>	Rick	<Due date>	Open

Stretch color bars to adjust priority

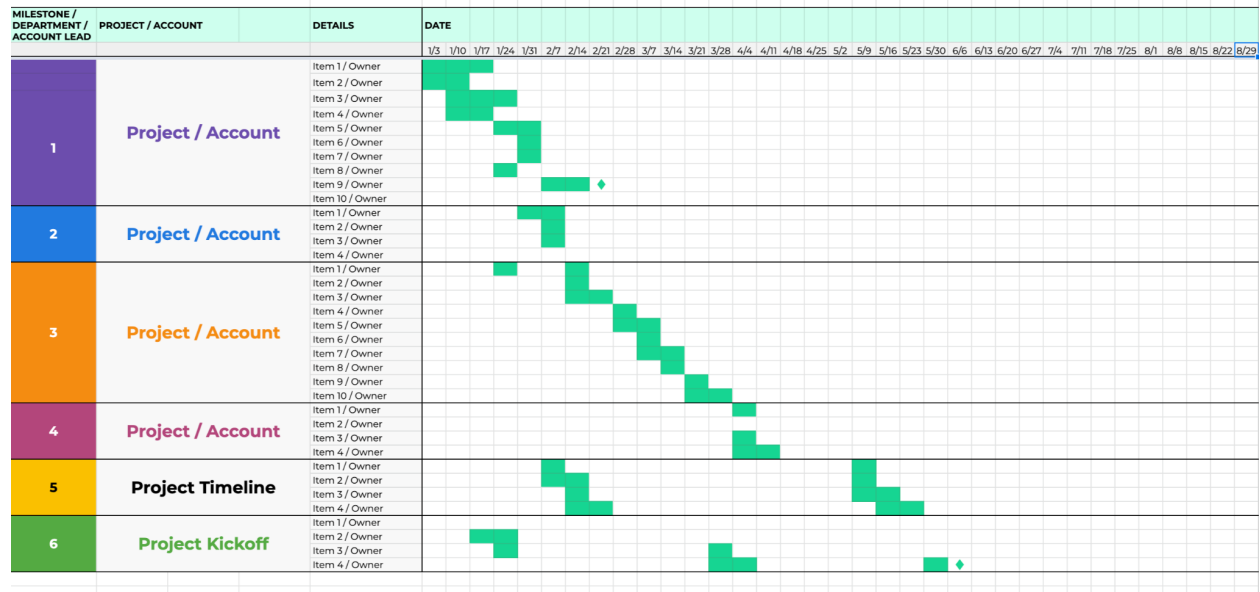
Gantt Chart template



GANTT CHART

To get started:

1. Make a copy of this sheet.
2. In the first date cell, where it says 1/3, enter your start date.



Project budget template

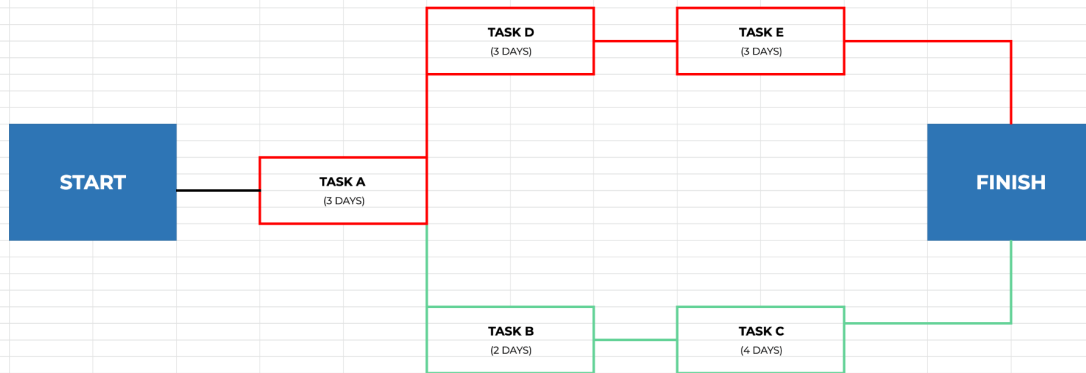
Project Budget Template							
	PROJECT TASKS	LABOR HOURS	LABOR COST (\$)	MATERIAL COST (\$)	TRAVEL COST (\$)	OTHER COST (\$)	TOTAL PER TASK
Project Design	Develop Functional Specifications	1.0	\$1.00	\$1.00	\$1.00	\$1.00	\$5.00
	Develop System Architecture	1.0	\$1.00	\$1.00	\$1.00	\$1.00	\$5.00
	Develop Preliminary Design Specifications	1.0	\$1.00	\$1.00	\$1.00	\$1.00	\$5.00
	Develop Detailed Design Specifications	1.0	\$1.00	\$1.00	\$1.00	\$1.00	\$5.00
	Develop Acceptance Test Plan	1.0	\$1.00	\$1.00	\$1.00	\$1.00	\$5.00
	Subtotal	5.0	\$5.00	\$5.00	\$5.00	\$5.00	\$25.00
Developer Expenses	Development labor	1.0	\$1.00	\$1.00	\$1.00	\$1.00	\$5.00
	Software procurement	1.0	\$1.00	\$1.00	\$1.00	\$1.00	\$5.00
	Additional design specifications	1.0	\$1.00	\$1.00	\$1.00	\$1.00	\$5.00
	Staging environment	1.0	\$1.00	\$1.00	\$1.00	\$1.00	\$5.00
	Hosting	1.0	\$1.00	\$1.00	\$1.00	\$1.00	\$5.00
	Subtotal	5.0	\$5.00	\$5.00	\$5.00	\$5.00	\$25.00
Project Delivery	Develop Functional Specifications	1.0	\$1.00	\$1.00	\$1.00	\$1.00	\$5.00
	Develop System Architecture	1.0	\$1.00	\$1.00	\$1.00	\$1.00	\$5.00
	Develop Preliminary Design Specifications	1.0	\$1.00	\$1.00	\$1.00	\$1.00	\$5.00
	Develop Detailed Design Specifications	1.0	\$1.00	\$1.00	\$1.00	\$1.00	\$5.00
	Develop Acceptance Test Plan	1.0	\$1.00	\$1.00	\$1.00	\$1.00	\$5.00
	Subtotal	5.0	\$5.00	\$5.00	\$5.00	\$5.00	\$25.00
Project Management	Project Kickoff	1.0	\$1.00	\$1.00	\$1.00	\$1.00	\$5.00
	Labor Hours	1.0	\$1.00	\$1.00	\$1.00	\$1.00	\$5.00
	Risk Estimates	1.0	\$1.00	\$1.00	\$1.00	\$1.00	\$5.00
	Launch	1.0	\$1.00	\$1.00	\$1.00	\$1.00	\$5.00
	Design Specifications	1.0	\$1.00	\$1.00	\$1.00	\$1.00	\$5.00
	Paid Marketing	1.0	\$1.00	\$1.00	\$1.00	\$1.00	\$5.00
	Subtotal	6.0	\$6.00	\$6.00	\$6.00	\$6.00	\$30.00

Critical path method template



Critical Path Method Template

Task boxes are editable. Utilize the border function to create the direction of tasks.



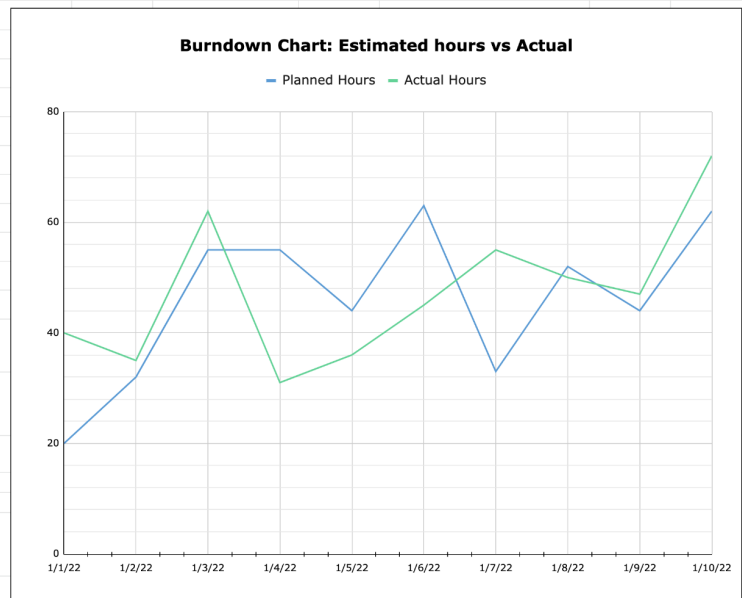
Burndown chart template

Calendar Days	Planned Hours	Actual Hours
1/1/22	20	40
1/2/22	32	35
1/3/22	55	62
1/4/22	55	31
1/5/22	44	36
1/6/22	63	45
1/7/22	33	55
1/8/22	52	50
1/9/22	44	47
1/10/22	62	72
Total hours	82	112

The over/under shows the difference in hours planned vs actual.

green indicates the actual exceeds the planned
red indicates the planned exceeds the actual

Over/Under Hours 30



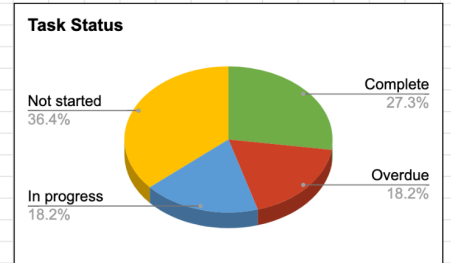
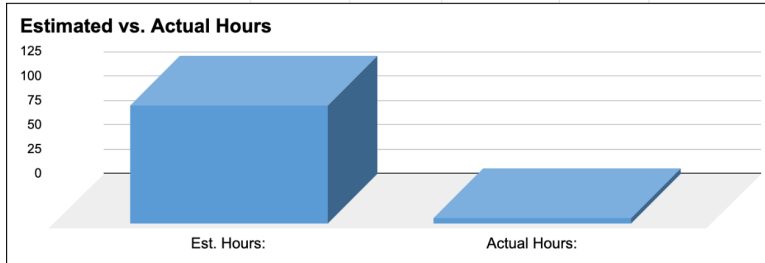
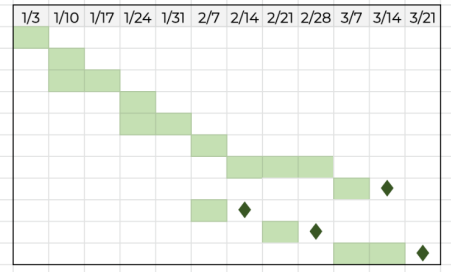
Project dashboard template



PROJECT MANAGEMENT DASHBOARD

Project name:	[Name]	Completed:	27%	To get started: 1. Make a copy of this sheet. 2. In the first date cell, where it says 1/3, enter your start date.
Date:	[Date]	Est. Hours:	121	
Status:	On track	Actual Hours:	6	

Task	Owner	Priority	Est. Time	Act. Time	Status
Schedule kickoff meeting	Ana	High	1	1	Complete
Define goals	Martina	High	1	1	Complete
Define requirements	Quiyana	High	10		Overdue
Create technical plan	Isa	High	3	1	In progress
Finalize staffing plan	Martina	High	1	1	In progress
Initial build kickoff	Quiyana	High	4		Overdue
Development	Quiyana	High	65		Not started
QA testing	Quiyana	High	25		Not started
Prelaunch employee comms	Hugh	Low	3	2	Complete
Prelaunch customer comms	Hugh	Med	4		Not started
Launch announcements	Hugh	High	4		Not started



Project roadmap template

Project Roadmap Template

Enter your subheadline here

