

ACTIVITY TASK TRACKER

TEMPLATE

Efficiently monitor, manage, and track activities for streamlined workflow optimization.

2024

September



9
Total Task

ACTIVITY TASK TRACKER

Task ID	ACTIVITY	DESCRIPTION	RESPONSIBLE PARTY	DUPLICATE	STATUS	PRIORITY
1	Project Initiation	Define project scope, goals, and objectives	Project Manager	25-Sep-2024	In Progress	High
2	Stakeholder Analysis	Identify project stakeholders	Project Team	20-Sep-2024	Completed	Medium
3	Budget Planning	Create project budget	Finance Team	30-Sep-2024	Not Started	High
4	Resource Allocation	Allocate resources for project	Project Manager	18-Sep-2024	In Progress	High
5	Risk Assessment	Identify and assess project risks	Risk Manager	12-Sep-2024	Completed	Low
6	Project Charter	Develop project charter document	Project Manager	22-Sep-2024	Not Started	High
7	Task Scheduling	Create project schedule	Project Manager	28-Sep-2024	Not Started	Low
8	Team Kick-off Meeting	Lead a project team kick-off meeting	Project Manager	24-Sep-2024	Not Started	Medium
9	Requirements Gathering	Gather project requirements	Business Analyst	01-Sep-2024	Not Started	High



Activity Stats For Excel

Raffaela Di Napoli



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