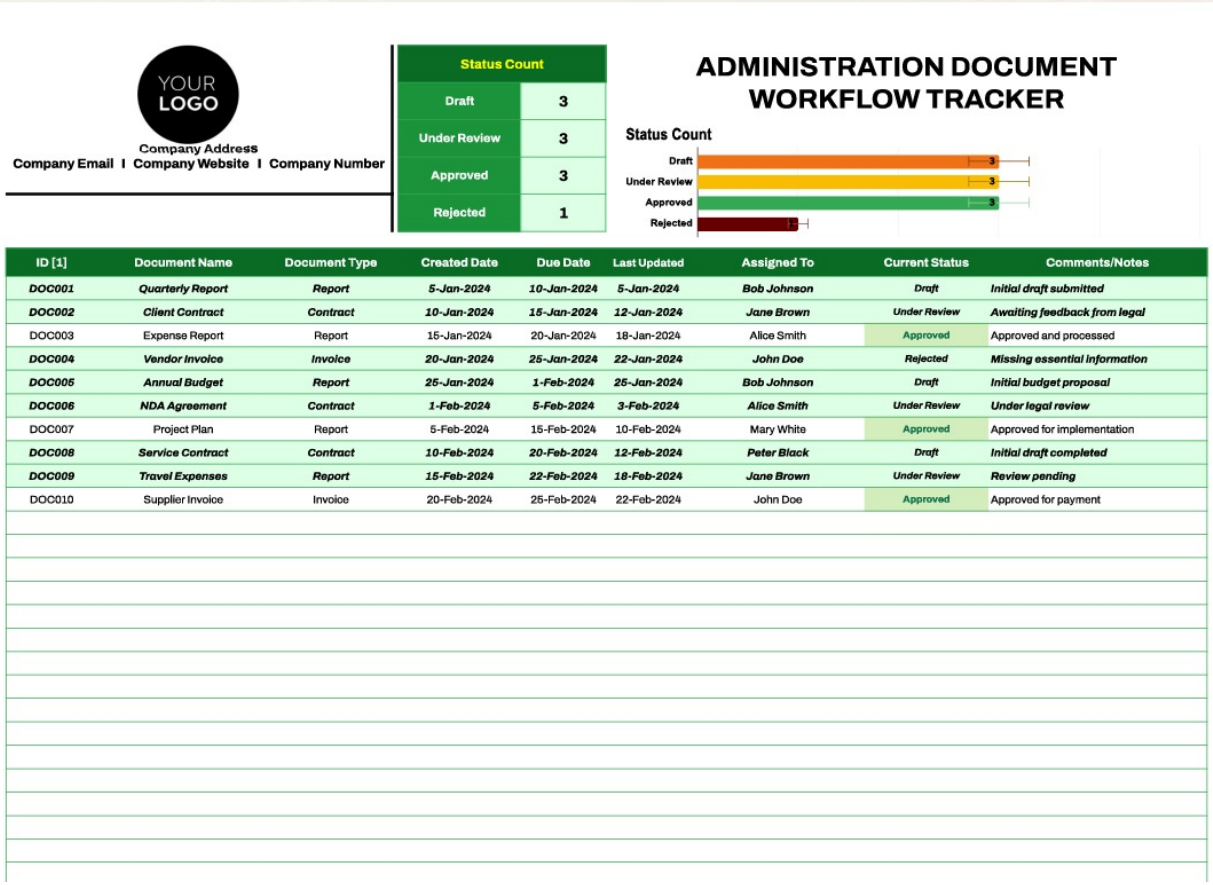
# ADMINISTRATION DOCUMENT WORKFLOW TRACKER TEMPLATE

Template for tracking document progress and approvals throughout workflow stages.



YOUR LOGO

Company Address
Company Email | Company Website | Company Number

| Status Count | |
|---|---|
| Draft | 3 |
| Under Review | 3 |
| Approved | 3 |
| Rejected | 1 |

ADMINISTRATION DOCUMENT WORKFLOW TRACKER

Status Count



| ID [1] | Document Name | Document Type | Created Date | Due Date | Last Updated | Assigned To | Current Status | Comments/Notes |
|---|---|---|---|---|---|---|---|---|
| DOC001 | Quarterly Report | Report | 5-Jan-2024 | 10-Jan-2024 | 5-Jan-2024 | Bob Johnson | Draft | Initial draft submitted |
| DOC002 | Client Contract | Contract | 10-Jan-2024 | 15-Jan-2024 | 12-Jan-2024 | Jane Brown | Under Review | Awaiting feedback from legal |
| DOC003 | Expense Report | Report | 15-Jan-2024 | 20-Jan-2024 | 18-Jan-2024 | Alice Smith | Approved | Approved and processed |
| DOC004 | Vendor Invoice | Invoice | 20-Jan-2024 | 25-Jan-2024 | 22-Jan-2024 | John Doe | Rejected | Missing essential information |
| DOC005 | Annual Budget | Report | 25-Jan-2024 | 1-Feb-2024 | 25-Jan-2024 | Bob Johnson | Draft | Initial budget proposal |
| DOC006 | NDA Agreement | Contract | 1-Feb-2024 | 5-Feb-2024 | 3-Feb-2024 | Alice Smith | Under Review | Under legal review |
| DOC007 | Project Plan | Report | 5-Feb-2024 | 15-Feb-2024 | 10-Feb-2024 | Mary White | Approved | Approved for implementation |
| DOC008 | Service Contract | Contract | 10-Feb-2024 | 20-Feb-2024 | 12-Feb-2024 | Peter Black | Draft | Initial draft completed |
| DOC009 | Travel Expenses | Report | 15-Feb-2024 | 22-Feb-2024 | 18-Feb-2024 | Jane Brown | Under Review | Review pending |
| DOC010 | Supplier Invoice | Invoice | 20-Feb-2024 | 25-Feb-2024 | 22-Feb-2024 | John Doe | Approved | Approved for payment |