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	DUE DATE	STATUS	PRIORITY
1	Project Initiation	Define project scope, goals, and objectives	Project Manager	15-Sep-2024	In Progress	High
2	Stakeholder Analysis	Identify project stakeholders	Project Team	10-Sep-2024	Completed	Medium
3	Budget Planning	Create project budget	Finance Team	20-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	25-Sep-2024	Not Started	Low
8	Team Kick-off Meeting	Hold a project team kick-off meeting	Project Manager	28-Sep-2024	Not Started	Medium
9	Requirement Gathering	Gather project requirements	Business Analyst	30-Sep-2024	Not Started	High