**Project and task tracker template**

Estimated time: 2 minutes

**Learning outcomes**

After you complete this activity, you will be able to:

* List main tasks/ deliverables, subtasks and correspdonging timelines for a team based assignment
* Track the status of your tasks and subtasks

Instructions: After completing your team charter, use this template, in a format what works for your team (ex. In an excel sheet, Google docs) to list and track all tasks. You should update and refer back to this template on an ongoing basis.

You can use this template in tandem with the [Tasks Planning Tool Sample](https://learningcommons.yorku.ca/wp-content/uploads/2021/01/TasksPlanningToolSample.pdf) which is filled in with useful examples to represent a snapshot in time for a sample group project.

Project and task tracker template

Course:

Assignment:

Assignment due date:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Main Task/Deliverable | Sub-Tasks | Target start and end date | Group Members Responsible | Status (indicate not started, in progress, or completed) | Documentation & Resources |
|  |  |  |  |  |  |
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