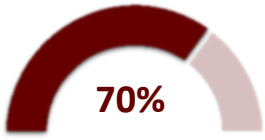
TEMPLATE22.COM

DASHBOARD

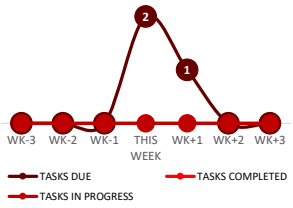
PROJECTS	MILESTONES	TASKS	COST	HOURS	RISKS
72	95	199	78.9% Budget 13,211 Actual 10,421	Planned 6036 Actual 7931	31

TASK COMPLETION AVERAGE

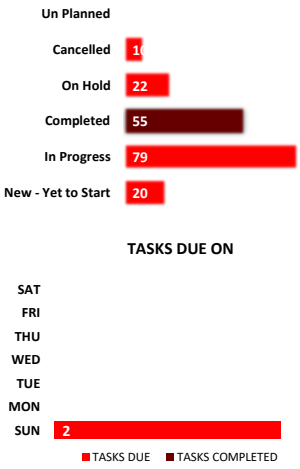
105 TASKS IN PROGRESS | TOTAL TASKS 199



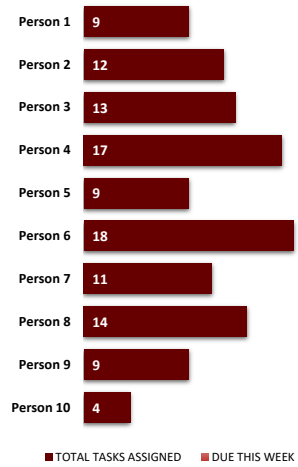
-3 WEEKS | THIS WEEK | +3 WEEKS



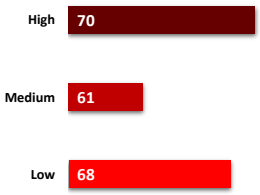
131 TASKS OVER DUE



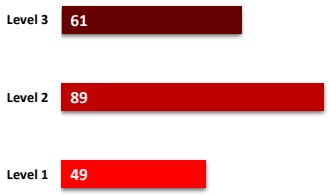
WORKLOAD



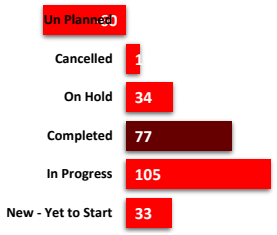
Tasks by Priority



Tasks by Complexity



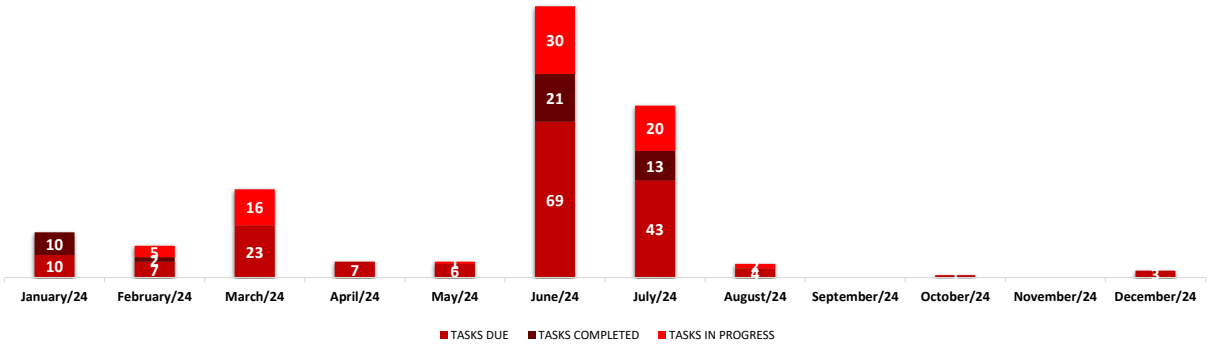
Tasks by Status



First month of the chart: 1

Tasks by Month for the Year '2024'

Switch Year



Budgeted vs. Actual Cost By Project

Over / Under Spending

Actual Spending vs. Budgeted Cost

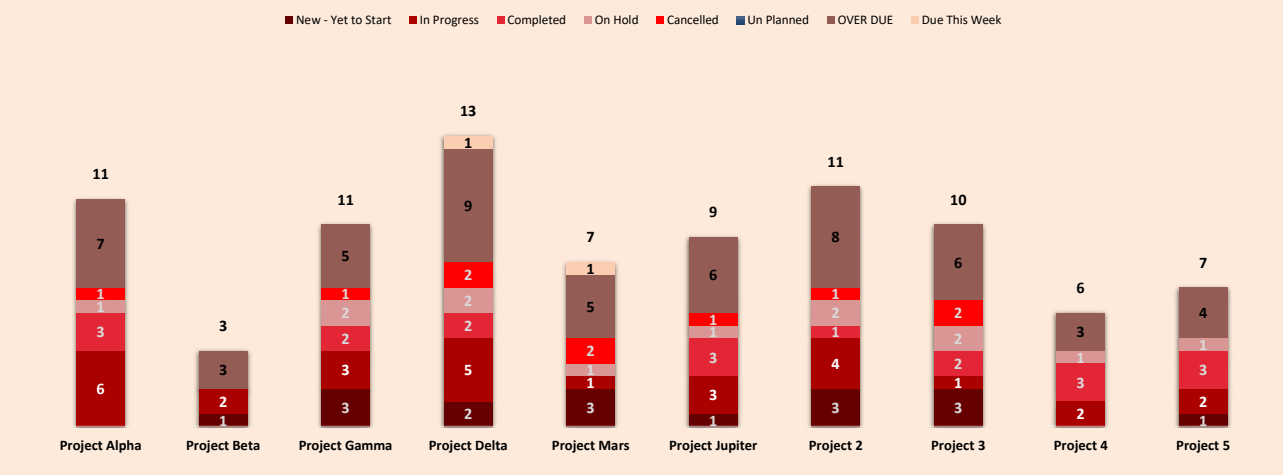
Budget
Actual

PROJECTS PORTFOLIO

PROJECTS	MILESTONES	TASKS	COST	HOURS	RISKS
72	95	199	78.9% Budget 13,211 Actual 10,421	Planned 6036 Actual 7931	31

Projects	Project Alpha	Project Beta	Project Gamma	Project Delta	Project Mars	Project Jupiter
KPI	Start: 11/Nov/23 End: 30/May/25	Start: 14/May/23 End: 8/Jun/24	Start: 7/Nov/23 End: 28/Jan/26	Start: 7/Nov/23 End: 12/Mar/25	Start: 6/Feb/24 End: 12/Mar/25	Start: 24/Nov/23 End: 12/May/24
Progress	84% 6/11 In Progress	32% 2/3 In Progress	44% 3/11 In Progress	47% 5/13 In Progress	12% 2/3 In Progress	61% 3/9 In Progress
Planned vs. Actual Hours	Planed 36.5, Actual 47.5	Planed 18, Actual 13	Planed 38.5, Actual 33.5	Planed 34.5, Actual 27.5	Planed 22, Actual 6	Planed 18.5, Actual 24.5
Risks & Issues	Critical 2, Severe 1, Moderate, Sustainable 2	Critical 3, Severe 1, Moderate, Sustainable 2	Critical 3, Severe, Moderate 1, Sustainable 1	Critical 1, Severe 3, Moderate, Sustainable	Critical, Severe 1, Moderate, Sustainable	Critical, Severe, Moderate 1, Sustainable
Budgeted vs. Actual Cost	Budget Actual; Overspending: $ -108 | 121.1%; $512; $620	Budget Actual; Underspending: $ 45 | 84.2%; $284; $239	Budget Actual; Underspending: $ 60 | 90.8%; $655; $595	Budget Actual; Overspending: $ -108 | 121.1%; $512; $620	Budget Actual; Underspending: $ 45 | 84.2%; $284; $239	Budget Actual; Underspending: $ 60 | 90.8%; $655; $595

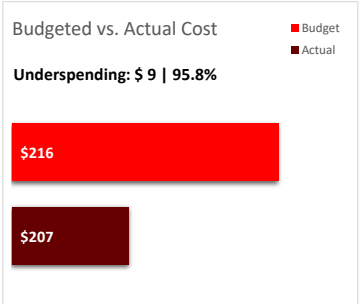
PROJECTS AT A GLANCE



Select Project: Project 4

Project 4

Start Date:	23/Nov/23
End Date:	12/May/24
Total Tasks:	6
Completed:	3
Due This Week:	0
Overdue:	3



MILESTONES

PROJECTS	MILESTONES	TASKS	COST		HOURS		RISKS
72	95	199	78.9%				31
			Budget	Actual	Planned	Actual	
			13,211	10,421	6036	7931	

Select Project: All Projects

Project Alpha

1: Define Problem
Start: 11/Nov/23 End: 29/Feb/24

Tasks: 4
Planned Hours: 10.5
Actual Hours: 14.5
OVERDUE: 3

88%

New - Yet to Start	
In Progress	3
Completed	1
On Hold	
Cancelled	

Budgeted vs. Actual Cost
Overspending: -$32 | 114.0%
$228
$260
Budget Actual

2: Produce the Plan
Start: 21/Dec/23 End: 30/May/25

Tasks: 3
Planned Hours: 13
Actual Hours: 17
OVERDUE: 0

91%

New - Yet to Start	
In Progress	1
Completed	2
On Hold	
Cancelled	

Budgeted vs. Actual Cost
Overspending: -$27 | 134.6%
$78
$105
Budget Actual

3: Project Development
Start: 6/Feb/24 End: 15/Mar/2

Tasks: 4
Planned Hours: 13
Actual Hours: 16
OVERDUE: 4

75%

New - Yet to Start	
In Progress	2
Completed	
On Hold	1
Cancelled	1

Budgeted vs. Actual Cost
Overspending: -$49 | 123.8%
$206
$255
Budget Actual

Project Beta

4: Prepare UAT
Start: 14/May/23 End: 8/Jun/24

Tasks: 2
Planned Hours: 13
Actual Hours: 10
OVERDUE: 2

23%

New - Yet to Start	1
In Progress	1
Completed	
On Hold	
Cancelled	

Budgeted vs. Actual Cost
Underspending: $6 | 88.2%
$51
$45
Actual Actual

5: Resource Planning
Start: 5/Jun/23 End: 12/Mar/24

Tasks: 1
Planned Hours: 5
Actual Hours: 3
OVERDUE: 1

50%

New - Yet to Start	
In Progress	1
Completed	
On Hold	
Cancelled	

Budgeted vs. Actual Cost
Overspending: -$3 | 112.0%
$25
$28
Budget Actual

Project Gamma

6: Define Problem
Start: 7/Nov/23 End: 3/Mar/24

Tasks: 2
Planned Hours: 6.5
Actual Hours: 8.5
OVERDUE: 1

90%

New - Yet to Start	
In Progress	1
Completed	1
On Hold	
Cancelled	

Budgeted vs. Actual Cost
Underspending: $14 | 79.7%
$69
$55
Budget Actual

7: Produce the Plan
Start: 21/Dec/23 End: 10/Apr/24

Tasks: 2
Planned Hours: 7
Actual Hours: 9
OVERDUE: 1

63%

New - Yet to Start	
In Progress	
Completed	1
On Hold	1
Cancelled	

Budgeted vs. Actual Cost
Overspending: -$16 | 126.7%
$60
$76
Budget Actual

8: Project Development
Start: 23/Nov/23 End: 25/Jun/24

Tasks: 3
Planned Hours: 9
Actual Hours: 8
OVERDUE: 3

38%

New - Yet to Start	1
In Progress	1
Completed	
On Hold	
Cancelled	1

Budgeted vs. Actual Cost
Underspending: $1 | 99.2%
$131
$130
Budget Actual

9: Test
Start: 7/Dec/23 End: 19/Jan/26

Tasks: 2
Planned Hours: 6
Actual Hours: 6
OVERDUE: 0

10%

New - Yet to Start	1
In Progress	
Completed	
On Hold	1
Cancelled	

Budgeted vs. Actual Cost
Underspending: $21 | 72.7%
$77
$56
Budget Actual

10: Live
Start: 7/Dec/23 End: 28/Jan/26

Tasks: 2
Planned Hours: 10
Actual Hours: 2
OVERDUE: 0

20%

New - Yet to Start	1
In Progress	1
Completed	
On Hold	
Cancelled	

Budgeted vs. Actual Cost
Underspending: $5 | 89.6%
$48
$43
Budget Actual

Project Delta

11: Define Problem
Start: 7/Nov/23 End: 14/Feb/24

Tasks: 3
Planned Hours: 6.5
Actual Hours: 9.5
OVERDUE: 3

90%

New - Yet to Start	
In Progress	3
Completed	
On Hold	
Cancelled	

Budgeted vs. Actual Cost
Underspending: $2 | 97.0%
$67
$65
Budget Actual

12: Produce the Plan
Start: 21/Dec/23 End: 30/Apr/24

Tasks: 3
Planned Hours: 6
Actual Hours: 9
OVERDUE: 1

73%

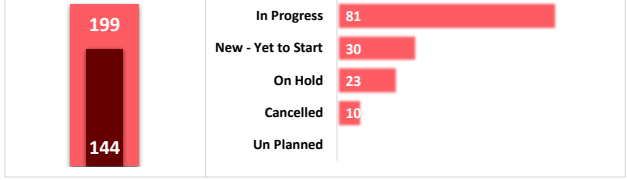
New - Yet to Start	
In Progress	
Completed	2
On Hold	1
Cancelled	

Budgeted vs. Actual Cost
Overspending: -$21 | 122.3%
$94
$115
Budget Actual

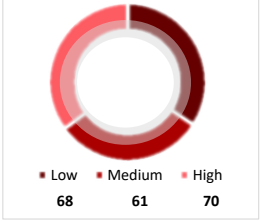
TASKS

PROJECTS	MILESTONES	TASKS	COST	HOURS	RISKS
72	95	199	78.9%	Planned 6036	31
			Budget 13,211	Actual 7931	
			Actual 10,421		

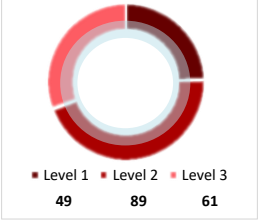
144 Out of 199 Tasks are Overdue

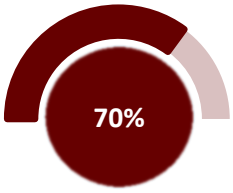


Priority

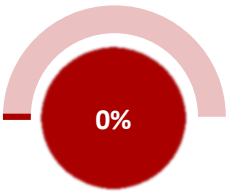


Complexity

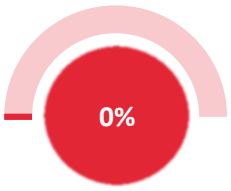




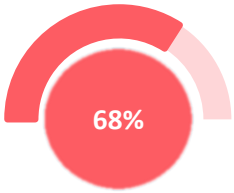
81 Tasks in progress



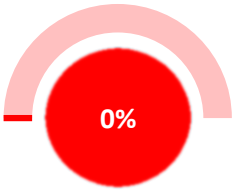
2 Tasks Due This Week



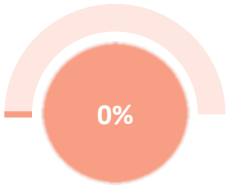
1 Tasks Due Next Week



22 High Priority Tasks in progress



0 High Priority Tasks Due This Week



1 High Priority Tasks Due Next Week

Upcoming Projects, Milestones and Tasks

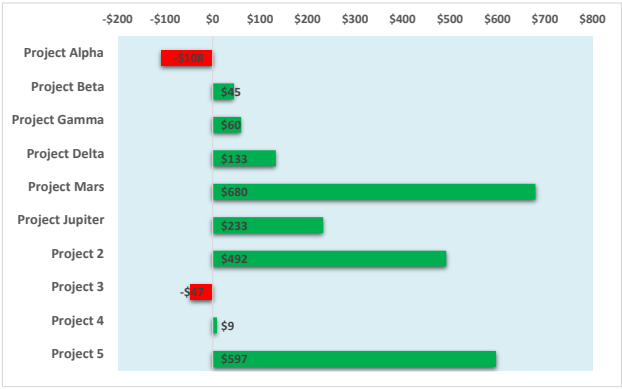
Type	Task	Started on	Due on	Staus	%Progress	Who
P	Project 3	31/Dec/23	28/Mar/25		34%	
M	Live	19/Jun/24	28/Mar/25		0%	
T	Process	23/Jun/24	28/Mar/25	New - Yet to Start	0%	Person 13
P	Project Alpha	11/Nov/23	30/May/25		84%	
M	Produce the Plan	21/Dec/23	30/May/25		91%	
T	Process	21/Dec/23	30/May/25	In Progress	73%	Person 4
T	Meet Client	7/Dec/23	8/Jan/26	New - Yet to Start	0%	Person 14
M	Test	7/Dec/23	19/Jan/26		10%	
T	Prepare UAT	4/Jan/24	19/Jan/26	On Hold	20%	Person 4
P	Project Gamma	7/Nov/23	28/Jan/26		44%	
M	Live	7/Dec/23	28/Jan/26		20%	
T	Process	7/Dec/23	28/Jan/26	In Progress	40%	Person 13
P	Project 2	26/Nov/23	8/Aug/26		33%	
M	Live	24/Jun/24	8/Aug/26		0%	
T	Process	25/Jun/24	8/Aug/26	New - Yet to Start	0%	Person 13

COST

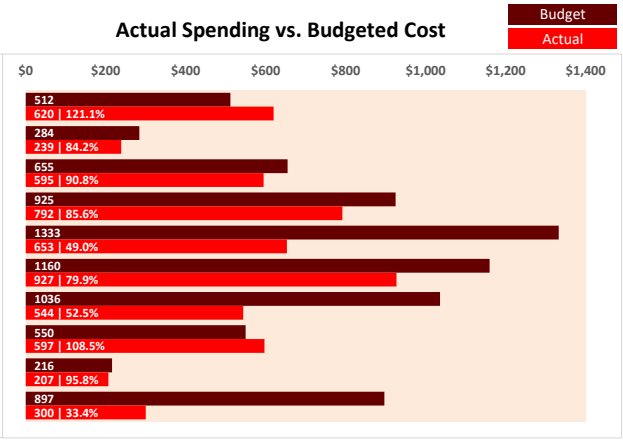
PROJECTS	MILESTONES	TASKS	COST	HOURS	RISKS
72	95	199	78.9% Budget 13,211 Actual 10,421	Planned 6036 Actual 7931	31

Actual vs. Budgeted Cost By Project

Over / Under Spending



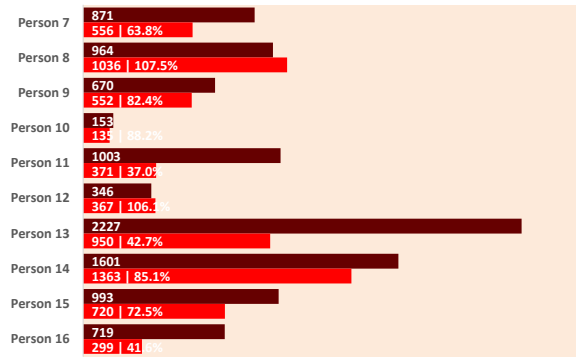
Actual Spending vs. Budgeted Cost



Switch Year

Actual vs. Budgeted Cost by Resource

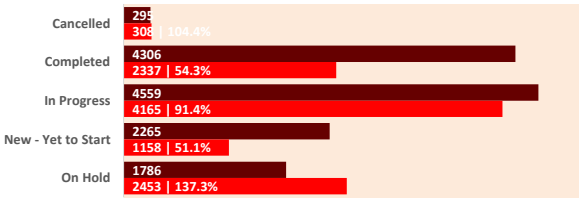
Budgeted Cost: $13,211
Actual Cost : $10,421



Switch Year

Actual vs. Budgeted Cost by Status for All Years

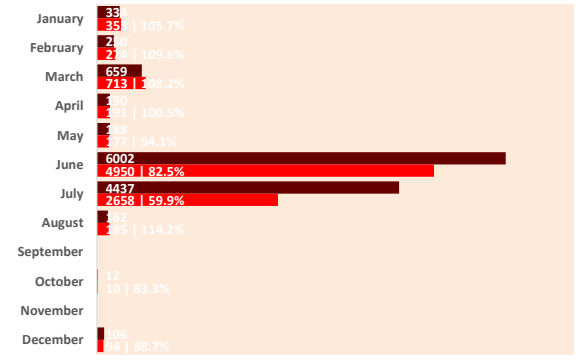
Budgeted Cost: $13,211
Actual Cost : $10,421



Switch Year

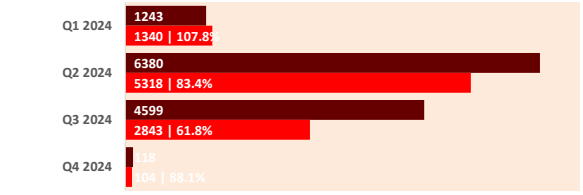
Actual vs. Budgeted Cost by Month for '2024'

Budgeted Cost: $12,340
Actual Cost : $9,605



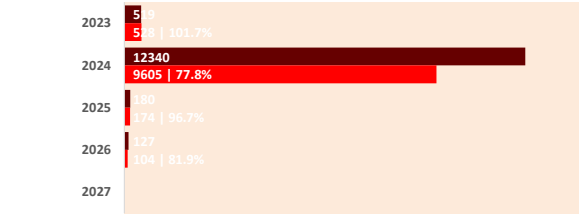
Actual vs. Budgeted Cost by Quarter for '2024'

Budgeted Cost: $12,340
Actual Cost : $9,605



Actual vs. Budgeted Cost by Year

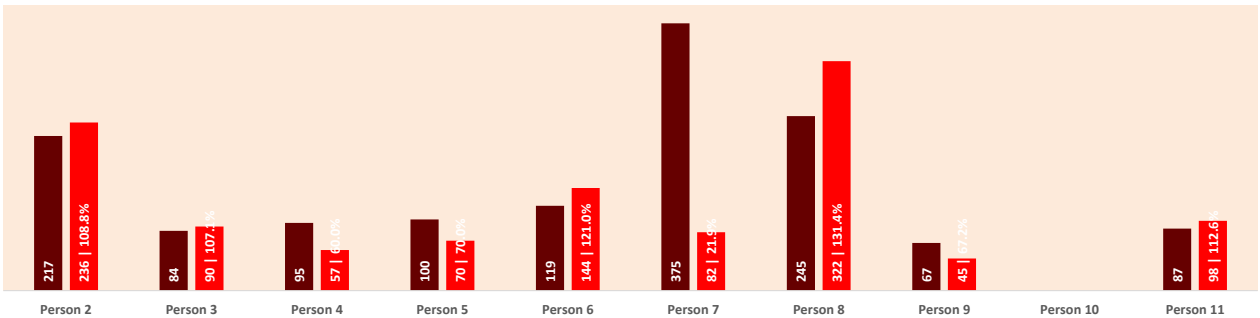
Budgeted Cost: $13,211
Actual Cost : $10,421



Select Status: Completed

Actual vs. Budgeted Cost by Resource for: 'Completed'

Budgeted Cost: $4,306
Actual Cost : $2,337



GANTT CHART

PROJECTS	MILESTONES	TASKS	COST	HOURS	RISKS
72	95	199	78.9%	Planned 6036	31
			Budget 13,211	Actual 7931	
			Actual 10,421		

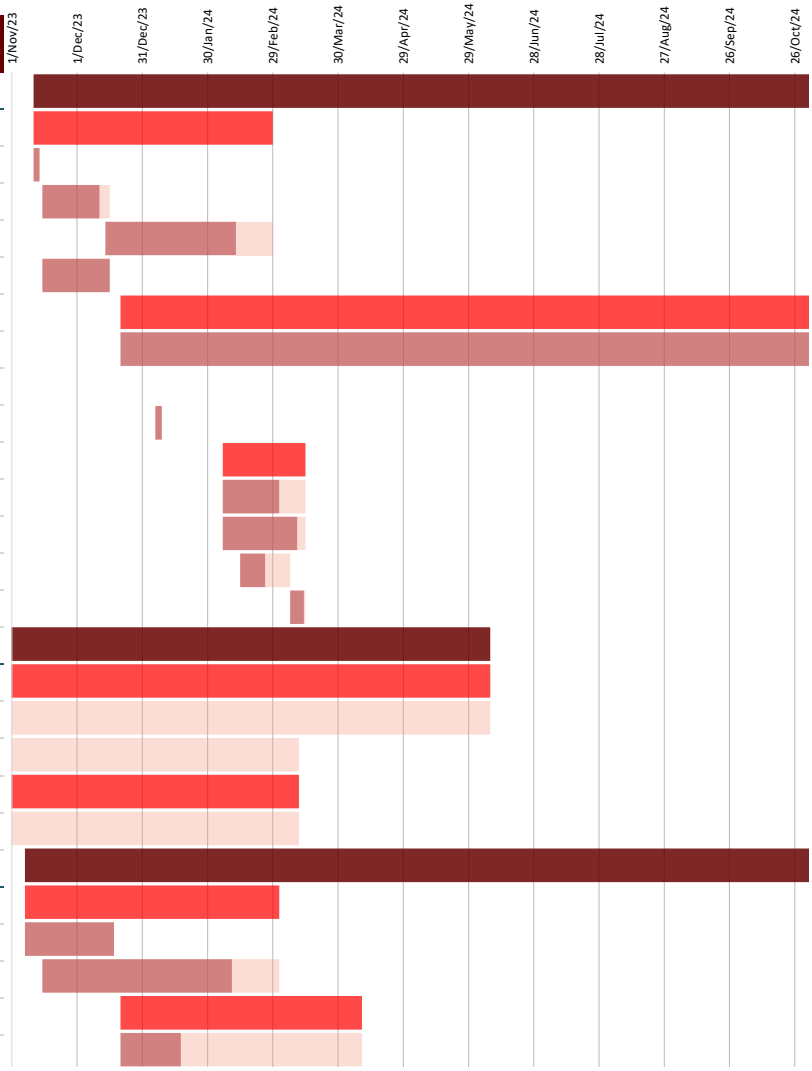
Measure 1	%Progress
Measure 2	Days Behind

Gantt Titles	Hide
Project / Milestone Bars	Show

Display: Monthly

Update & Reset

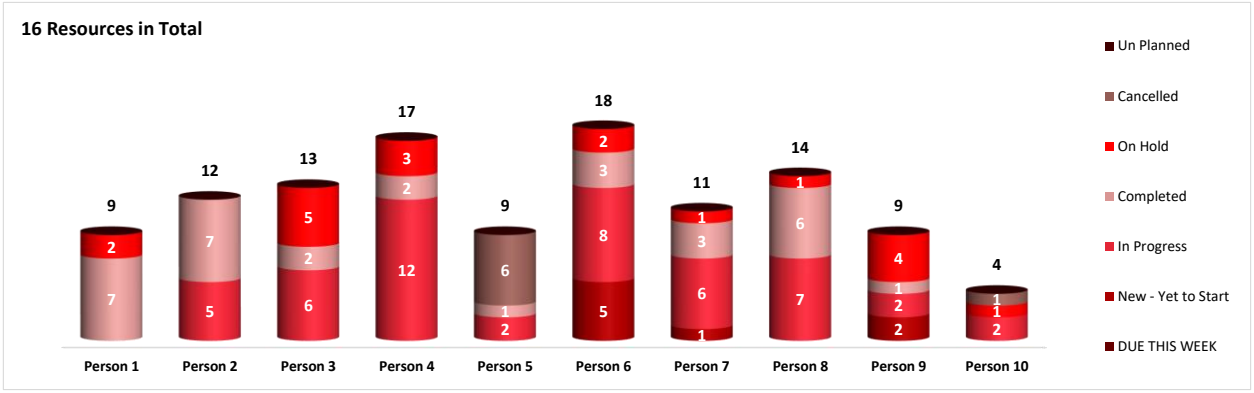
Tasks	%Progress	Days Behind
Project Alpha	*84%*	
Define Problem	**88%**	
Meet Client	90%	
Requirements	85%	
Process	78%	
Requirements	100%	
Produce the Plan	**91%**	
Process	73%	
Meet Client	100%	
PreparePlan	100%	
Project Development	**75%**	
Process	68%	
Design	90%	
Define server	50%	
Configure server	90%	
Project Beta	*32%*	
Prepare UAT	**23%**	
Meet Client	0%	
Prepare PROD	45%	
Resource Planning	**50%**	
Process	50%	
Project Gamma	*44%*	
Define Problem	**90%**	
Meet Client	100%	
Requirements	80%	
Produce the Plan	**63%**	
Meet Client	25%	



RESOURCES

PROJECTS	MILESTONES	TASKS	COST		HOURS		RISKS
72	95	199	78.9%				31
			Budget	Actual	Planned	Actual	
			13,211	10,421	6036	7931	

RESOURCES AT A GLANCE BY RESOURCE



Select Resource	Person 3

TASKS ASSIGNED: 13

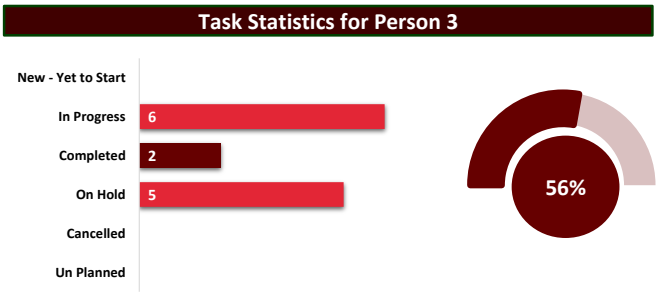
TASK COMPLETED: 2

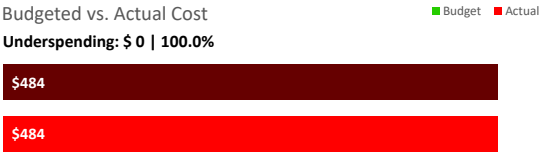
DUE THIS WEEK: 0

DUE NEXT WEEK: 0

DUE THIS MONTH: 0

DUE THIS YEAR: 10





Select Year: 2024 | Select Metrics: Actual Hours | Select Staff: All Staff

2024	Jan/24	Feb/24	Mar/24	Apr/24	May/24	Jun/24	Jul/24	Aug/24	Sep/24	Oct/24	Nov/24	Dec/24	Total
1	86	92	128	59	48	63	213	37	18	18	18	18	798
2	92	92	128	59	48	93	575	37	18	18	18	18	1196
3	92	92	122	59	48	131	222	37	18	18	18	18	875
4	95	92	114	59	48	170	1322	37	18	18	18	18	2009
5	92	92	114	59	60	170	193	37	18	18	18	18	889
6	94	113	111	59	60	260	232	37	18	18	18	18	1038
7	94	113	111	59	60	350	535	37	18	18	18	18	1431
8	94	113	114	59	60	350	193	34	18	18	18	18	1089
9	94	113	107	59	60	391	352	34	18	18	18	18	1282
10	92	113	107	59	69	478	92	34	18	18	18	18	1116
11	92	110	107	54	69	489	60	31	18	18	18	18	1084
12	92	110	107	54	69	625	37	31	18	18	18	18	1197
13	92	110	98	54	63	419	37	31	18	18	18	18	976
14	92	117	98	54	63	441	37	31	18	18	18	18	1005
15	83	111	98	54	63	618	37	31	18	18	18	18	1167
16	83	107	77	54	63	377	37	21	18	18	18	18	891
17	83	116	77	54	60	356	37	21	18	18	18	18	876
18	89	113	77	54	60	425	37	21	18	18	18	18	948
19	86	119	77	54	60	634	37	21	18	18	18	18	1160
20	86	119	77	54	60	634	37	21	18	18	18	18	1160
21	86	119	74	54	60	268	37	21	18	18	18	18	791
22	92	122	74	54	60	73	37	18	18	18	18	18	602
23	92	122	74	54	60	325	37	18	18	18	18	18	854
24	95	125	71	51	60	247	37	18	18	18	18	18	776
25	95	125	71	51	60	246	37	18	18	18	18	18	775
26	95	125	65	51	60	281	37	18	18	18	18	18	804
27	95	128	65	51	60	62	238	18	18	18	18	18	789
28	92	128	62	51	56	176	102	18	18	18	18	18	757
29	92	128	62	51	56	138	214	18	18	18	18	18	831
30	92		62	51	67	103	189	18	18	18	18	18	654
31	92		59		63		37	18		18		18	305
Total	2821	3279	2788	1649	1853	9393	5324	822	540	558	540	558	30125

CALENDAR

PROJECTS	MILESTONES	TASKS	COST		HOURS		RISKS
72	95	199	78.9%				31
			Budget	Actual	Planned	Actual	
			13,211	10,421	6036	7931	

Year	2024
Month	June

Select Staff
All Staff

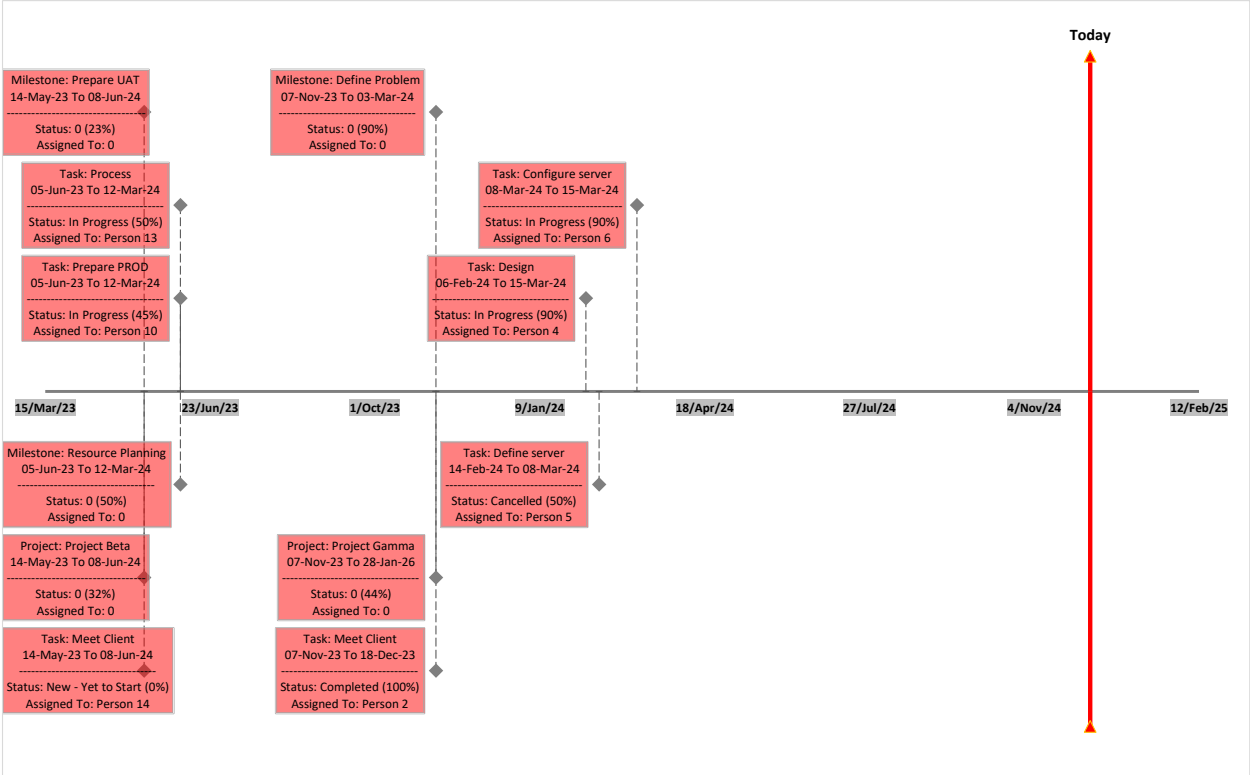
145 records found. Scroll to see more records.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	01
02	03	03	04	05	06	07
08	09	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	01	02	03	04	05

Task	Assigned To	Start Date	Days Required	End Date	%Progress	Status
Project Beta		14/May/23	280	8/Jun/24	32%	
Prepare UAT		14/May/23	280	8/Jun/24	23%	
Meet Client	Person 14	14/May/23	25	8/Jun/24		*New - Yet to Start*
Project Development		23/Nov/23	154	25/Jun/24	38%	
Configure server	Person 6	22/Mar/24	95	25/Jun/24		*New - Yet to Start*
Test		5/Apr/24	46	8/Jun/24		
Meet Client	Person 14	14/May/24	25	8/Jun/24		Cancelled
Test		5/Apr/24	46	8/Jun/24		
Meet Client	Person 16	14/May/24	25	8/Jun/24		Cancelled
Test		20/Apr/24	43	19/Jun/24		
Meet Client	Person 14	26/May/24	24	19/Jun/24		Cancelled
Task 2	Person 1	5/May/24	5	10/Jun/24	35%	Completed

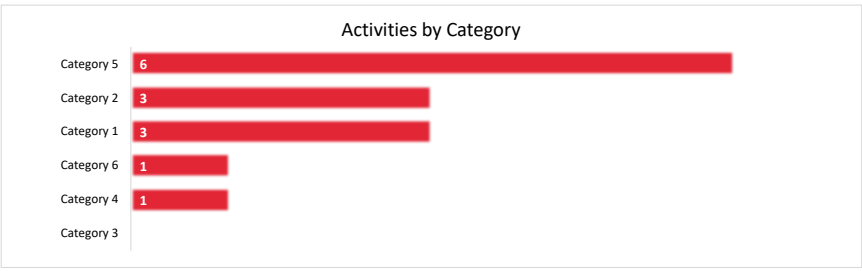
TIMELINES

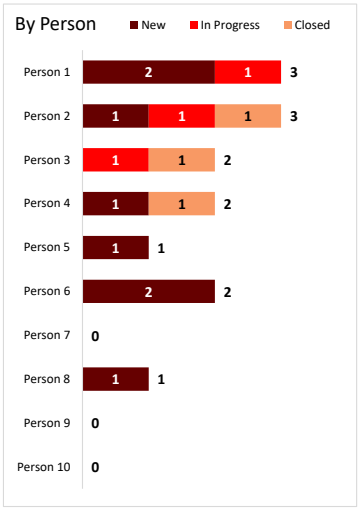
PROJECTS	MILESTONES	TASKS	COST		HOURS		RISKS
72	95	199	78.9%				31
			Budget	Actual	Planned	Actual	
			13,211	10,421	6036	7931	

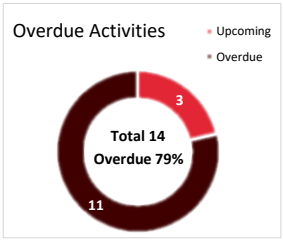


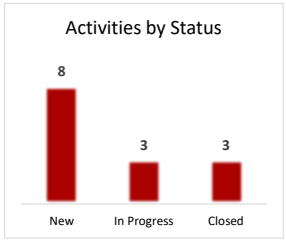
TO DO LIST

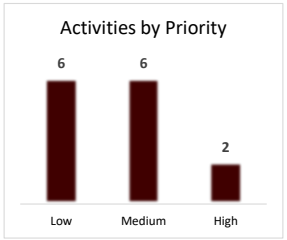
PROJECTS	MILESTONES	TASKS	COST		HOURS		RISKS
72	95	199	Budget	Actual	Planned	Actual	31
			13,211	10,421	6036	7931	



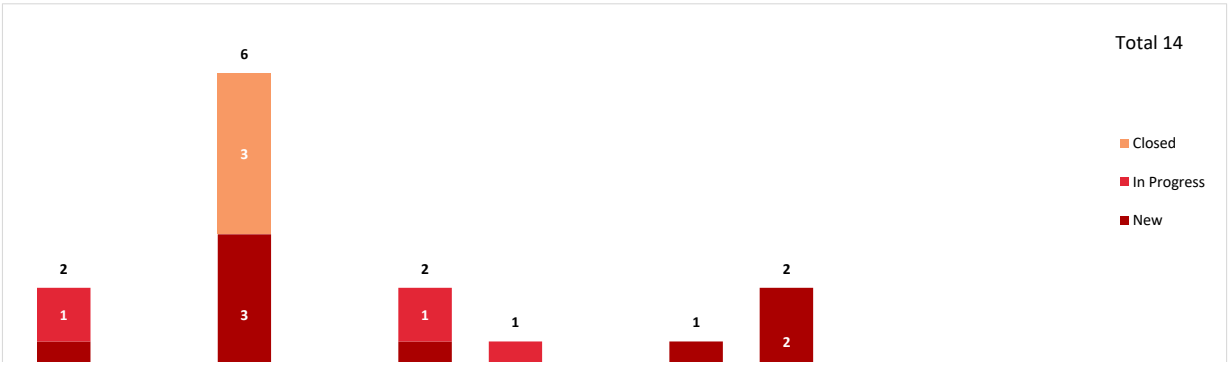








Activities by Month and Year | Select number as first month of the chart: 1 | Select Year: 2023

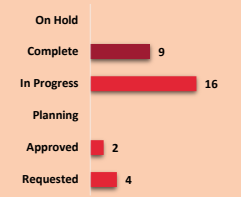


RISKS & ISSUES

PROJECTS	MILESTONES	TASKS	COST	HOURS	RISKS
72	95	199	78.9% Budget 13,211 Actual 10,421	Planned 6036 Actual 7931	31

22
Risks Unresolved

Risks by Status

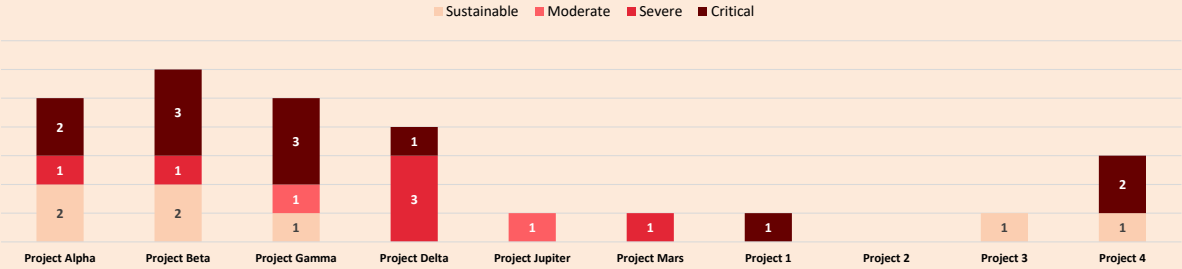


RISKS & ISSUES MATRIX

Probability \ Impact	Very Low	Low	Medium	High	Very High
Very High					7
High			5	1	
Medium		1	1		
Low					
Very Low	7				

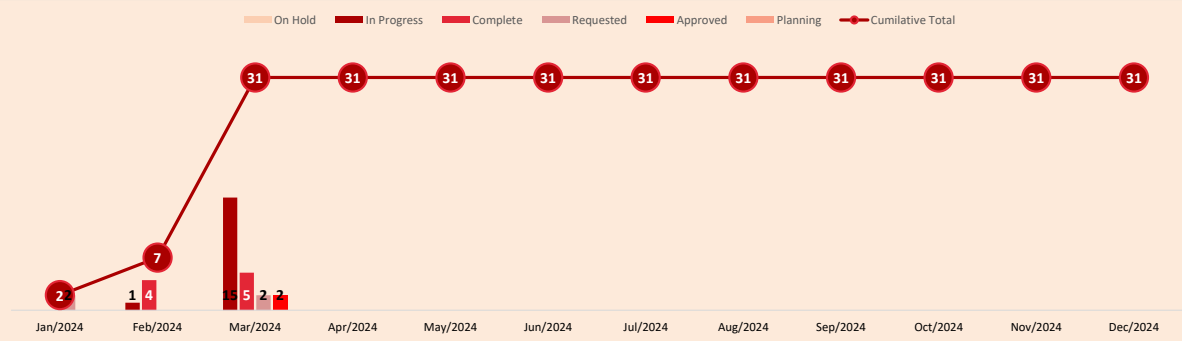
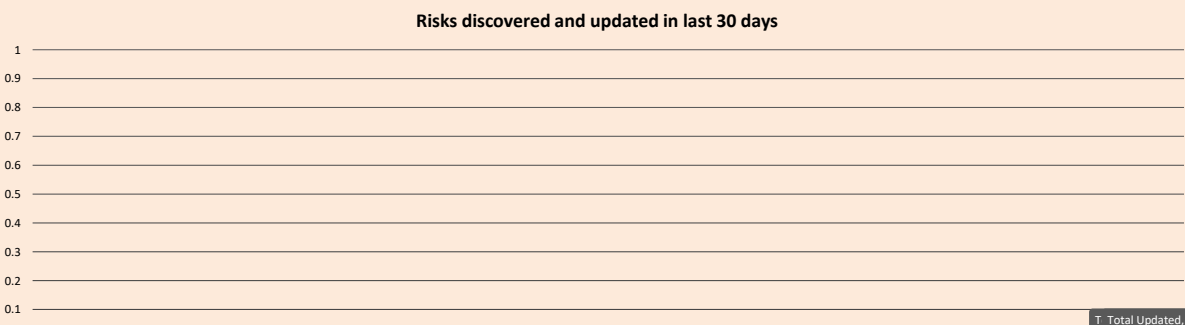
Sustainable | Moderate | Severe | Critical

Risks and Issues by Project



RISKS Updated by Month

First month of the chart: 1 | Identified / Last Updated | Last Updated | Year: 2024



Risks discovered and updated in last 30 days