

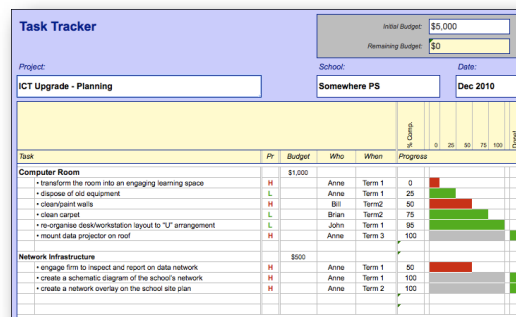
# TaskTracker Workbook

## QuickStart Guide

### Background

The *TaskTracker Workbook* is a simple spreadsheet to list tasks that have been set to complete a project, to prioritise those tasks, to set a budget for those tasks, and to keep a record of the progress of the completion of each task.

The *TaskTracker* also records names of staff who are responsible for completing the tasks, and the planned date for task completion.



### Using the TaskTracker Workbook

1. Enter the *name of the project*, the *name of the school*, the *date*, and the *initial budget* allocated to the project.

2. Enter a *task category* (eg Computer Room) in *Column C* of the spreadsheet.

List the tasks within that category or grouping, in *Column D* in the spreadsheet.

Task	
<b>Computer Room</b>	
	• transform the room into an engaging learning space
	• dispose of old equipment
	• clean/paint walls
	• clean carpet
	• re-organise desk/workstation layout to "U" arrangement
	• mount data projector on roof

↑  
Column D

↑  
Column C

Use *Option-8* (Mac) to type a bullet, or *Shift-8* (Win) to type an asterisk, if required.

- Enter the *Priority* of the task (Low - L, or High - H), a budget allocation for the *Category* (or *Task*, but not both!), the *Name of the person* who will be responsible for overseeing the completion of the task, and the *date* when the task is expected to be completed.

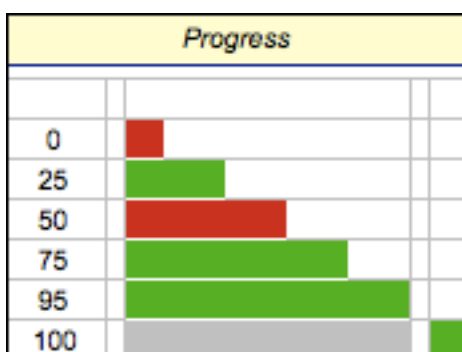
<i>Pr</i>	<i>Budget</i>	<i>Who</i>	<i>When</i>
	\$1,000		
H		Anne	Term 1
L		Anne	Term 1
H		Bill	Term2
L		Brian	Term2
L		John	Term 1
H		Anne	Term 3

The text in the *Priority* cells (L or H) will change to display as green or red, and the colour of the progress chart on the right will also display as green or red, according to the L or H priority of the task. The budget cells will change colour if the *initial budget* allocation is exceeded.

- Enter the estimated “percentage completion” of each task.

As you enter a number between 1 and 100 the task progress bar on the right of the window will change accordingly.

The progress bar will be coloured red or green, depending on the priority (H or L) that has been set for the task.



When the task is complete, and you enter “100” in the *% Complete* column, the colour of the progress bar will change to grey, and a green “Done” cell will appear to the right of the progress bar.