

PROJECT TASK LIST

Project Start

	Budget	Est.Hours	Act.Hours
Totals	\$ 1,650	0	0

TASK	OWNER	PRIORITY	START	END	% COMPLETE	DONE	BUDGET	EST. HOURS	ACTUAL HOURS	NOTES
PROJECT TITLE						<input type="radio"/>	\$ 1,650			
Task 1		HIGH	9/23/2019	9/23/2019	50%	<input type="radio"/>	\$ 1,000			
Task 2		MEDIUM	9/23/2019	10/23/2019	100%	<input checked="" type="radio"/>	\$ 400			
Task 3		LOW	9/23/2019	9/26/2019	30%	<input type="radio"/>	\$ 250			
						<input type="radio"/>				
PROJECT TITLE						<input type="radio"/>				
						<input type="radio"/>				
						<input type="radio"/>				
						<input type="radio"/>				
						<input type="radio"/>				
PROJECT TITLE						<input type="radio"/>				
						<input type="radio"/>				
						<input type="radio"/>				
						<input type="radio"/>				
						<input type="radio"/>				
PROJECT TITLE						<input type="radio"/>				
						<input type="radio"/>				
						<input type="radio"/>				
						<input type="radio"/>				
						<input type="radio"/>				
						<input type="radio"/>				
						<input type="radio"/>				

About

This task list template provides a simple way to list and track your tasks. It also includes columns for budget and hours. You can delete or add columns and rows as needed. This worksheet was kept simple intentionally. If you would a more advanced way to create a task list for a project, try a Gantt

Create and track your project schedule easily using the **Excel Gantt Chart Template** by Vertex42.com.

[Learn More](#)

[More To Do List Templates](#)

Editing the Drop-Down Lists

To edit the drop-down list in the Priority column, select the cells you want to edit then go to Data > Data Validation.

[Learn more about Drop-Down Lists](#)

Conditional Formatting

The Priority, % Complete, and Done columns use conditional formatting in different ways. If you change the list of items in the Priority drop-down list, then you may need to edit the conditional formatting rule(s) as well.

To edit conditional formatting rules, go to Conditional Formatting > Manage Rules and select "This Worksheet" to see and edit all the rules.

The Done column is updated automatically. When you enter 100% in the % Complete column, the checkmark should appear in the Done column. You can use the drop-down in the Done column if you prefer.

[Learn more about Conditional Formatting](#)

Subtotals in the Budget Column

The Total Budget amount uses the SUBTOTAL(9,sum_range) function, that will ignore other SUBTOTAL functions contained within the sum_range.

If you want to create subtotals for each project, you can use the SUBTOTAL(9,sum_range) function.

Additional Help

The link at the top of this worksheet will take you to the web page on vertex42.com that talks about this template.

Project Task List Template



By Vertex42.com

<https://www.vertex42.com/ExcelTemplates/task-list-template.html>

© 2017-2019 Vertex42 LLC

This spreadsheet, including all worksheets and associated content is a copyrighted work under the United States and other copyright laws.

Do not submit copies or modifications of this template to any website or online template gallery.

Please review the following license agreement to learn how you may or may not use this template. Thank you.

License Agreement

https://www.vertex42.com/licensing/EULA_privateuse.html

Do not delete this worksheet