Visual Tracking on Projects

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In order to bring some logic and order to ongoing Project Status meetings with other Team members, it helps to utilize some type of "Visual Tracking". This might involve a simple Excel spread sheet that allows you to list out blocks of activities (or departments, or locations), and then keep track of planned critical tasks (when they are planned to be completed, current % completion, who or which group is assigned to each task, and maybe how the tasks tie-in to the overall project).

It is important to keep the Visual Tracking tool as simple as possible. Often a complex project does not require a complex tracking tool. Actual results are a good criteria to use when measuring the effectiveness of a Visual Tracking form.

Sometimes this Team status on critical tasks and activities can be updated in real-time during the Team meetings, or soon afterwards from notes taken during the Status Briefings. You can use a Visual Tracking Excel form in combination with ongoing status to the Project Schedule.

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Item #	Task Name	Sub-task name	% Complete	Group/Person Assigned	ECD	Actual Completion Date	Comments on Status
1	Main Task #1	Task #1 summary					
2		Task 1 - item 1					
3		Task 1 - item 2					
4		Task 1 - item 3					
5	Main Task #2	Task #2 summary					
6		Task 2 - item 1					
7		Task 2 - item 2					
8	Main Task #3	Task #3 summary					
9		Task 3 - item 1					
10		Task 3 - item 2					
11	Main Task #4	Task #4 summary					
12		Task 4 - item 1					
13		Task 4 - item 2					
14		Task 4 - item 3					