

# Simple Grant Project Tracking Template

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AT RISK	TASK CATEGORY	TASK DESCRIPTION	STATUS	ASSIGNED TO	START DATE	END DATE	DURATION in days	COMMENTS
	Task 1 - enter your own text here		Complete		01/16	01/21	5	
X	Subtask 1.1	Enter task	Complete		01/18	01/21	3	
	Task 2 - enter your own text here		In Progress		01/22	01/23	1	
	Subtask 2.1	Enter task	On Hold		01/22	01/23	1	
X	Task 3		Overdue		01/22	01/28	6	
	Task 4		Not Started		01/27	01/29	2	
	Task 5		Not Started		01/28	02/04	7	
	Task 6		Not Started		02/05	02/09	4	
X	Task 7		Not Started		01/28	02/05	8	
	Task 8		Not Started		02/04	02/06	2	
	Task 9		Not Started		02/07	02/10	3	
	Task 10		Not Started		02/09	02/12	3	
	Task 11		Not Started		02/11	02/14	3	
	Task 12		Not Started		02/15	02/17	2	
	Task 13		Not Started		02/15	02/17	2	
	Task 14		Not Started		02/15	02/17	2	
	Task 15		Not Started		02/15	02/17	2	



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