**Project Tracker**

**Your Name:**

**Date:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Work** | **Immediate Deadlines** | **Milestone Dates** | **Status** | **Comments** (client issues, resources needed, pending items, key issues) |
| **Project** |  |  |  |  |
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| **Project** |  |  |  |  |
| **Project** |  |  |  |  |
| **Professional Development Plans** |  |  |  |  |
|  |  |  |  |  |
| **Time Off Requests** |  |  |  |  |
|  |  |  |  |  |

= **project is derailed or the deadline will be missed**

**= project is having some problems (waiting a long time to hear back from a key person, unexpected issue)**

= **all things are going well on the project**