**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 |   |

Grant Project Tracking

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