Project Progress Tracking

- Project failure is costly. With progress tracking, you can anticipate problems and take the necessary steps to steer a project back on course.

- According to the [Project Management Institute's 2020 "Pulse of the Profession](#)," on average, organizations waste 11.4% of their total investments because of poor project performance. Additionally, of those that undervalue the significance of sound project management, 67% see their projects failing outright.

- Every project involves several moving parts, including people, timelines, budgets, acceptance criteria, risks and stakeholder satisfaction. Each affects the other, and it's the project manager's duty to ensure the project goes according to plan. This is where project tracking comes in.

Benefits of project tracking

- Project tracking is the process of monitoring a project's progress against the original project plan. The goal is to make corrective actions as soon as you spot deviations (or occurrences that may lead to deviations) so the team stays on track.

- When done right, project tracking empowers your team to:

- **Stay on schedule**

- When you track progress on a daily, weekly or monthly basis, you know whether milestones are being met or not. If you foresee a possible delay in project delivery, you can:

  - Bring in more people

  - Reduce the project's scope

- If these options are unavailable because of budget constraints or stringent quality requirements, sit down with the client or project sponsor to negotiate a deadline extension.

Maximize resources

- Knowing who's doing what and which tasks are falling behind enables you to make the necessary resource adjustments. Perhaps employee A is not the best person to tackle a certain task. Maybe employee B's plate is a little too full while employee C is sitting around waiting for a task to be sent their way.

How to track project progress

- Tracking project progress involves a combination of several approaches:

- **Team meetings**

- Schedule daily or weekly meetings, whether physically in the same room or virtually via video conferencing. Use these to chat through updates on task statuses, any difficulties team members may be experiencing and potential risks that can derail progress.

- *How Slack fits in*

- For when you can't be in the same place, Slack works seamlessly with Zoom and Microsoft Teams Calls so you don't have to switch between apps to start or join meetings.

Track your projects for success

- Project failure comes in many forms: botched timelines, budget overruns, poor quality deliverables, end-user dissatisfaction, inefficient processes, miscommunication—the list can go on. This is why tracking project progress is extremely critical for success. With the right methods, tools and metrics, project tracking can guide your team's actions and even warn you of problems before they materialize