

Excel Dashboard – Task Management Tracker

Project Overview

This project is a **dynamic and interactive Excel dashboard** built to analyze and monitor task management activities. It centralizes information about **tasks, deadlines, users, and statuses** into a single visual interface, enabling quick decision-making and performance evaluation.

The dashboard was designed with the goal of making **task tracking easier for managers, teams, and individuals**, eliminating the need for manual reporting.

Data Used

The dashboard is based on structured datasets containing:

- **Task Details** – task name, priority, category
 - **Assigned Users** – team members responsible for tasks
 - **Deadlines** – due dates, completion dates
 - **Status** – pending, in-progress, completed, overdue
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Features & Functionality

1. Interactive Visuals

- Dynamic charts for real-time analysis of task progress
- KPIs showing completed, pending, and overdue tasks
- Trend analysis of task completion rates over time

2. Filters & Slicers

- Filter by user, task status, or priority
- Drill-down capability for specific tasks or team members

3. Performance Tracking

- Task distribution across team members
- Workload balance visualization
- Monitoring overdue tasks to identify bottlenecks

4. Productivity Insights

- Comparison of planned vs. actual completion timelines
- Overall efficiency of task completion
- Highlighting patterns of delays

◆ Tools & Techniques

- **Excel Functions** – VLOOKUP, IF, COUNTIF, SUMIF, etc.
- **Pivot Tables & Pivot Charts** – for aggregation and analysis
- **Slicers** – for interactive filtering
- **Conditional Formatting** – to highlight overdue tasks and progress
- **Dynamic Dashboards** – with automated charts updating from raw data

◆ Outcome

- Provides a **360° view of task performance** for individuals and teams
- Helps managers quickly identify which tasks are delayed and who is overloaded
- Improves accountability by showing **completed vs. pending tasks per user**
- Enables **data-driven decision-making** to enhance team productivity

(If you enter any new row or data in will also tracks information and updates it.)