



# Project dashboard

## MONITOR THE ACHIEVEMENT OF YOUR PROJECT TASKS

### What is a project dashboard?

It is a brief report which gives visibility on the progress of each task of the project.

The report is updated regularly following the checks carried out. It aims to measure the progress of the tasks and to follow the deadlines and the budget consumed.

### When to use it?

#### CONTROL & MONITORING PHASE

The project monitoring report must be used throughout the project execution and control phases to ensure proper project monitoring.

You can present it in particular during project review meetings, or steering committees to communicate the progress and general performance of the project.

## How to use it?

- Start by filling in the task table on the "Data" sheet
- The "percentages of tasks" are calculated automatically. Then, fill in the "Budget" and "Current elements" tables
- The graphs are automatically drawn on the "Project Dashboard" sheet
- The Excel file is provided with a detailed user guide that allows you to:
  - Use the file properly
  - Customize the file by modifying its parameters

## Document structure

- Planning progress
- Overview of task statuses
- Budget progress
- Points in progress
- Data