Ashford Business Services Ltd

Project Task Tracker

One unified tracker for every task on a project: owner, priority, dates, effort and status in a single table, with a weekly review log for blocked and overdue work.

Item	Detail
Project	Sarah Mitchell
Document	Project Task Tracker
Prepared by	Sarah Mitchell
Project manager	James Patel
Sponsor	Sarah Mitchell
Date of this document	9 November 2026
Version	1.0
Review frequency	How often this tracker is reviewed
Last review date	9 November 2027
Next review date	9 November 2027

1. Summary

Summary measure	Count	Note
Tasks recorded	Number of tasks recorded in this tracker	Note on tasks recorded as agreed at the meeting.
Not started	Number of tasks not started	Note on tasks not started as agreed at the meeting.
In progress	Number of tasks in progress	Note on tasks in progress as agreed at the meeting.
Blocked	Number of blocked tasks	Note on blocked tasks as agreed at the meeting.
Overdue	Number of overdue tasks	Note on overdue tasks as agreed at the meeting.
Completed	Number of completed tasks	Note on completed tasks as agreed at the meeting.

Status values used in this tracker are: not started, in progress, on hold, blocked, and completed. Priority values are: low, medium, high, and urgent. Use the same values in every row so that counts in the summary stay comparable.

2. Task tracker

Task ID	Task description	Phase or category	Owner	Priority	Status	Start date	Due date	Progress %	Estimated hours	Actual hours	Predecessor or dependency	Notes
Task ID	Description of this task	Phase or category of this task	Helen Morris	Priority of this task	Status of this task	9 November 2026	23 November 2026	Progress percentage of this task	Estimated hours for this task	Actual hours for this task	Predecessor or dependency of this task	Notes on this task as agreed at the meeting.
Task ID	Description of this task	Phase or category of this task	Helen Morris	Priority of this task	Status of this task	9 November 2026	23 November 2026	Progress percentage of this task	Estimated hours for this task	Actual hours for this task	Predecessor or dependency of this task	Notes on this task as agreed at the meeting.
Task ID	Description of this task	Phase or category of this task	Helen Morris	Priority of this task	Status of this task	9 November 2026	23 November 2026	Progress percentage of this task	Estimated hours for this task	Actual hours for this task	Predecessor or dependency of this task	Notes on this task as agreed at the meeting.
Task ID	Description of this task	Phase or category of this task	Helen Morris	Priority of this task	Status of this task	9 November 2026	23 November 2026	Progress percentage of this task	Estimated hours for this task	Actual hours for this task	Predecessor or dependency of this task	Notes on this task as agreed at the meeting.
Task ID	Description of this task	Phase or category of this task	Helen Morris	Priority of this task	Status of this task	9 November 2026	23 November 2026	Progress percentage of this task	Estimated hours for this task	Actual hours for this task	Predecessor or dependency of this task	Notes on this task as agreed at the meeting.

3. Review log for blocked and overdue work

At each review, every blocked and overdue task gets a row here: what is blocking it, what will unblock it, who owns that action, and by when. A blocked task with no row in this log is not being managed.

Review date	Task ID	Blocker or reason overdue	Action to unblock or recover	Owner	Due date	Status after review
9 November 2027	Task ID	Blocker or reason this task is overdue as agreed at the meeting.	Action to unblock or recover this task as agreed at the meeting.	Helen Morris	23 November 2026	Status of this task after this review

9 November 2027	Task ID	Blocker or reason this task is overdue as agreed at the meeting.	Action to unblock or recover this task as agreed at the meeting.	Helen Morris	23 November 2026	Status of this task after this review

4. Completion note

Tasks completed in this period. November 2026

Tasks carried forward. November 2026