

## D. Tracking The Project Goals.

(Suggested teaching time: 10 minutes) [See Appendix 5C]

There are eight key items to monitor for effective project tracking:

Priority	Project Goal	Project Task	Owner	Start Date	Due Date	% Comp.	Comments/Concerns
1-1							
1-2							
2-1							

← Show Transparency 5-3.

Refer the group to Appendix 5C for a reproducible example of a tracking chart.

1. **Priority.**  
List the priority of each project goal and related tasks. List the goal, followed by the task (1-1, 1-2, 1-3, etc.). This helps you know in what order things should be done.
2. **Project Goal.**  
List the project goal.
3. **Project Task.**  
List the project tasks related to each goal. Try to list them in sequential order. Every task should be connected to a goal.
4. **Owner.**  
List the owner or person responsible for each goal and task. This helps keep accountability for who is responsible for each item.
5. **Start Date.**  
List the date each particular task will be initiated. This helps identify the time for each task.
6. **Due Date.**  
List the due date of each task. This helps identify the timing of tasks and clarifies expectation for completion.
7. **Percent Complete.**  
List the approximate percent complete. This helps identify how much more work remains to be done before the due date.
8. **Comments/Concerns.**  
List the key comments or concerns in bullet form in no more than 3-4 lines. This provides key essential issues that are connected to the task and helps identify obstacles or problems.