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Project management templates are an essential ingredient in replicating successful projects. With Microsoft Excel's free templates, you can turn your simple spreadsheets into powerful project management tools. This article provides some of the most useful and free Microsoft Excel project management and project tracking templates you want to use for your next project. In this article: Microsoft Excel Project Management Templates Let's look at the best Microsoft Excel project management templates. Note: We cover both native and third-party templates here. To find the pre-installed Excel spreadsheet templates, open Excel and find the keyword in the New Document screen. If you're already in Excel, go to File > New to view search. For more information, see the Manage Microsoft Excel Templates section below. Excel Project Timeline Templates Excel comes with different timelines and Gantt chart templates provided by Microsoft, but it also integrates templates from Vertex42, one of the most popular third-party sources for spreadsheets. 1. Work plan Timeline The Work Plan timeline template is suitable for a multi-stage base project. When you enter your information in the worksheet, the roadmap is automatically updated. This template is pre-installed with Microsoft Excel 2016. 2. Date Tracking Gantt Chart Gantt charts are a staple in each project manager's toolkit. They help you visualize the flow of your tasks and track progress. With this template, you can create an extended Gantt chart with minimal effort. Enter each task, complete with a description, to whom it is assigned, a percentage to indicate progress, a start date, and assigned days until completion. This template is a standard Microsoft Excel standard. 3. Milestone and task project timeline To integrate milestones into a baseline, this Vertex42 template is ideal. It combines the best elements of a Gantt diagram, i.e. the visualization of the task flow, with milestones hovering above the timeline. Just fill in the respective tables to fill the visual. You can find this template by searching in Excel. Excel Project Plan Template A Project Plan is a document that may require Excel charts, but is otherwise composed in Microsoft Word. However, for basic projects, you only get away with a Microsoft Excel document. 4. Simple Gantt chart When you search Excel's template repository for project plan templates, you'll primarily find several Gantt chart variations, including this simple Gantt chart from Vertex42. What sets it apart from the Gantt chart above is the inclusion of project phases. This template is included in Microsoft Excel. 5. Event Planner template A project plan is really not something you typically put together in Excel. If your project is simple enough, such as planning a party, a solid one-page template of essential tasks and defining a schedule and budget, all you need is. This This Office Templates Online is a good start. Excel Project Tracker Template A search for tracker creates a wild mix of personal and business Excel spreadsheet templates for tracking. Limit your search by selecting the categories that relate to the project management task you're dealing with. 6. Activity-Based Cost Tracker This tracking template can help you get an overview of direct, indirect and general and administrative product costs. 7. Project tracking template This Vertex42 template is essential if you treat multiple different customers, projects and/or deliverables. It combines project details, expenses, task statuses, and expiration dates. Business Plan templates Microsoft Office has its own category for business subscriptions. Use the suggested business searches and select the Business Plans category on the right. You can find the following Microsoft Excel templates: Business Plan Startup Spending Checklist with SWOT Analysis For more business plan templates, check out our special article. Searching for online templates, you can't find the exact project management template you need in Excel? Turn to a third-party online resource for a wider selection of Excel spreadsheet templates. We recommend the following sites. Vertex42 This website has some great project management templates for Microsoft Office 2003 and more. The site notes that the templates are usually related to project planning. Something more complicated may require Microsoft Project or other project management software. On the page dedicated to project management, you'll find a list of useful material, including, but not limited to, the following: Project Budgeting Critical Path Method Each page contains a quick overview of what the template does, one or more templates, and further tips and tricks for the respective project management tool. It's a great resource for budding project managers. TidyForm TidyForm has a respectable selection of Microsoft Excel project management templates. The most popular categories are listed on the homepage. If you don't see what you need right away, switch to the Business section or try search. When you scroll to the bottom of a section, you'll see a list of popular categories and related categories. This can be useful when you're trying to find the right template. We recommend the following pages: Gantt Chart Project Proposal Work Breakdown Structure Still looking for the perfect template? You may need to create custom Excel templates to get exactly what you want. Manage Microsoft Excel templates First, let's see which templates you've already installed in Microsoft Excel. For this demonstration, we used Excel 2016, but the procedure is similar in Microsoft Office 2013 and Office 2019. Default settings When you start Up Microsoft Excel, the first window that you see is a search field for online templates. When you start from an existing workbook, to File > New to get in the same view. Microsoft Excel comes with a selection of pre-installed templates. They're under the search field. Pin favorite copies by clicking the corresponding symbol at the bottom right of the listing. Search online for more project templates The quickest way to find the kind of template you need is to search. Once you start a search, for example, for the term project, you'll also see template categories listed next to the templates that match your search. Narrow Down Your Search A useful feature is that you limit your search by selecting multiple categories. This helps you exclude templates that might match your keyword, but not the category you want. On the other hand, you'll find that the perfect template isn't available in Microsoft Excel. Preview & Create Your Template When you click on a template, you'll see an example with a brief description of what the template offers. You also pin the template in the preview. the symbol is in the upper right corner. To download and use a template, click the Create button, which opens a new Microsoft Excel workbook using the pre-filled template. Template Ready, Set, Go While you're on it, check out our list of handy office templates and stock on business letter templates. We have dealt with many tips and tricks for project management in the past. Once you're good with templates, you can consider additional tools and solutions. For example, did you know that Outlook is ideal for project management? You also use OneNote for project management. And integrate onenote with Outlook for project management? The possibilities are endless. If you are still looking for a strong project management tool, give Asana a try. The 7 best MacBook Pro accessories about author Tina Sieber (823 articles published) More from Tina Sieber Stuck on math homework? Ask a tutor - free. There are hundreds of software tools for project management, but the familiarity with spreadsheets and the flexibility they offer makes using Excel a very popular solution. The project templates listed here are usually related to project planning. Our Gantt diagram template is the most useful project management template we offer. Something more complicated would probably require Microsoft Project or other project management software. Ad 1 Vertex42's gantt chart template is a great tool for project planning and project tracking. The chart is created using conditional formatting and shows the completion status of each task. 2+ This page provides multiple templates for tracking tasks. The templates show different techniques for adding drop-down lists and conditional formatting with Excel. 3>Create a project timeline in Excel using a stacked bar chart milestones and different colors for different phases or categories. 4 Download 3 different types of project budget templates for simple to complex projects. The WBS-based project budget project budget well combined with our gantt chart template. 5Download a free RACI Matrix Template to assign roles to project tasks such as Responsible, Responsible, Consulted, Informed. 6 Tasks work together using an agile project management methodology. 7Plan your posts in advance using a social media content calendar template. Includes a Gantt-like timeline and a monthly calendar view. 8 Our timeline template now includes an example of a project timeline that allows you to create a project schedule using an Excel chart. An interesting alternative to a gantt chart. 9 Perform a critical path analysis with this spreadsheet. It automates the implementation of the PERT algorithm. 10 This particular project planning template is not an automated tool, but it does show how to use drawing tools in Excel to create a custom project schedule. 11 For some projects, a simple shared To Do list may be enough. This template contains columns for updating the status and priority of each task. 12 Subcontractors and freelancers may find this template useful if they work with a customer in a situation where the customer often creates new tasks and a tool is needed to convey the status of those tasks. 13 Unlike a basic timesheet template that tracks only the total number of hours worked, this timecard is designed to track hours worked by an employee on different projects or tasks. 14 We have many different calendar templates for Excel, but this calendar is especially useful for project planning because there are no breaks between months. To view project milestones in a calendar format, try this template. 15 You use this template to create a basic overview or project timeline. It is not automated like the gantt chart template, but it has its applications. 16>Create a simple work break-out structure in Excel with automatic WBS numbering. 17+ This page offers a number of different templates for brainstorming and project review meetings. List action items and rank them by value and difficulty to determine what to focus on first. 18 An easy way to create a multi-year project schedule with a simple automated gantt chart. Enter start and finish dates and choose a color for the bar. If necessary, add text in the chart area. 19 Create a project budget and use the EVM system to control spending over time. Helps determine if you're on time and under budget, especially for projects where spending is non-linear. 20>Create a project plan using a gantt diagram showing the planned schedule versus actual planning. 21This free gantt chart provides an easy way to create and track project planning in Excel. For this you don't need to copy formulas (although you still add formulas if you want to). 22 Use a SWOT analysis to evaluate and improve your project workflow or to evaluate new projects before they start. 23>Create a daily work schedule with the schedule for each employee as a separate column. Column. by copying and pasting groups of rows. Add employees by inserting new columns. 24Resource Management. Create an agenda to plan reservations for your rental property or other resources. Ad Measure and follow Key Performance Metrics using this Someka.net dashboard template. Some KPIs are cost performance index, planned variance, and resource usage. Use this template for advanced and more effective project management. Ad This collection of Method123.com templates includes the full set of templates used to successfully initiate, plan, execute, and exit projects. More than 50 Word and Excel templates consisting of more than 300 pages of useful tips and examples in real life. 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