

Project Task Log Form - Progress Tracking Sample

The **project task log form** sample with progress tracking provides an organized way to record and monitor task updates efficiently. It helps teams track deadlines, status changes, and resource allocation in real time. This form ensures projects stay on schedule by offering clear visibility into ongoing progress.

Task ID	Description	Owner	Start Date	Due Date	Status	Progress	Comments/Updates
001	Define project requirements	Alice Smith	2024-06-01	2024-06-06	Completed	<div><div></div></div>	Completed and documented.
002	Design system architecture	Bob Lee	2024-06-03	2024-06-12	In Progress	<div><div></div></div>	Main modules outlined, diagrams in review.
003	Develop user interface	Chris Luna	2024-06-05	2024-06-19	Pending	<div><div></div></div>	Awaiting design approval.
004	Testing & QA	Dana Wells	2024-06-15	2024-06-25	Not Started	<div><div></div></div>	Scheduled post-development.