|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Overview | | High | | Medium | | | Low | | STATUS TOTAL | | % OF TOTAL | |
| Not Started | | 0 | | 2 | | | 1 | | 3 | | 30% | |
| In Progress | | 1 | | 1 | | | 0 | | 2 | | 0% | |
| Complete | | 2 | | 0 | | | 1 | | 3 | | 0% | |
| On Hold | | 0 | | 0 | | | 1 | | 1 | | 0% | |
| Overdue | | 1 | | 0 | | | 0 | | 1 | | 0% | |
| RISK TOTAL | | 4 | | 3 | | | 3 | | 10 | |  | |
| **TASK ID** | **TASK** | **ASSIGNED TO** | **DEADLINE** | | **STATUS** | **RISK LEVEL** | | **COMMENTS** | | **STATUS KEY** | | **RISK LEVEL KEY** |
| 1.0 | Task 1 |  |  | | Complete | High | |  | | Not Started | | High |
| 1.1 | Task 1 Subtask 1 |  |  | | Complete | High | |  | | In Progress | | Medium |
| 1.2 | Task 1 Subtask 2 |  |  | | In Progress | High | |  | | Complete | | Low |
| 2.0 | Task 2 |  |  | | Overdue | High | |  | | On Hold | |  |
| 3.0 | Task 3 |  |  | | Not Started | Medium | |  | | Overdue | |  |
| 4.0 | Task 4 |  |  | | On Hold | Low | |  | |  | |  |
| 5.0 | Task 5 |  |  | | Not Started | Medium | |  | |  | |  |
| 6.0 | Task 6 |  |  | | Not Started | Low | |  | |  | |  |
| 7.0 | Task 7 |  |  | | In Progress | Medium | |  | |  | |  |
| 8.0 | Task 8 |  |  | | Complete | Low | |  | |  | |  |
| 9.0 | Task 9 |  |  | |  |  | |  | |  | |  |
| 10.0 | Task 10 |  |  | |  |  | |  | |  | |  |
| 11.0 | Task 11 |  |  | |  |  | |  | |  | |  |
| 12.0 | Task 12 |  |  | |  |  | |  | |  | |  |
| 13.0 | Task 13 |  |  | |  |  | |  | |  | |  |
| 14.0 | Task 14 |  |  | |  |  | |  | |  | |  |
| 15.0 | Task 15 |  |  | |  |  | |  | |  | |  |
| 16.0 | Task 16 |  |  | |  |  | |  | |  | |  |
| 17.0 | Task 17 |  |  | |  |  | |  | |  | |  |
| 18.0 | Task 18 |  |  | |  |  | |  | |  | |  |
| 19.0 | Task 19 |  |  | |  |  | |  | |  | |  |
| 20.0 | Task 20 |  |  | |  |  | |  | |  | |  |
| 21.0 | Task 21 |  |  | |  |  | |  | |  | |  |
| 22.0 | Task 22 |  |  | |  |  | |  | |  | |  |
| 23.0 | Task 23 |  |  | |  |  | |  | |  | |  |
| 24.0 | Task 24 |  |  | |  |  | |  | |  | |  |
| 25.0 | Task 25 |  |  | |  |  | |  | |  | |  |