

File Home Insert Page Layout Formulas Data Review View DYMO Label Tell me what you want to do

Cut Copy Paste Format Painter Clipboard

Century Gothic 11 A A⁺ B I U Font

Wrap Text Merge & Center Alignment

General Number \$ % Conditional Formatting Format as Table

Grey Colu... Indent Numbers Text Normal Bad Good Neutral Calculation Check Cell Styles

Insert Delete Format Cells

AutoSum Fill Clear Sort & Find & Filter & Select Editing

I1

A B C D E F G H I

Project Plan

2018-07-16

Project Name	Task	Activity	Start	End	Assigned	Done	Notes
Database	Delegate Reply Forms		3-Mar-18	5-Apr-18		✓	
Gifting	Speakers Gift		23-Mar-18	25-Mar-18		✓	
Planning	Schedule Team Meetings		31-Mar-18	4-Apr-18			
Planning	Prepare Team Vacation Calendar		7-Apr-18	13-Apr-18		✓	
Train Program	Royal Canadian Pacific		9-Apr-18	9-Apr-18		✓	
Internationalists Dinner	Décor		10-Apr-18	15-Apr-18		✓	
Gifting	General Gifting		18-Apr-18	9-May-18		✓	
Internationalists Dinner	Food & Beverage		19-Apr-18	23-Apr-18		✓	
Internationalists Dinner	Décor		20-Apr-18	20-Apr-18		✓	
Gifting	General Gifting		21-Apr-18	9-May-18		✓	
Internationalists Dinner	Décor		25-Apr-18	27-Apr-18		✓	
Train Program	Train Guests		1-May-18	2-Jul-18			
Internationalists Dinner	Food & Beverage		1-May-18	4-May-18		✓	

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Clipboard Font Alignment Number Styles Cells Editing

Century Gothic 11 A A Wrap Text Merge & Center

General Grey Colu... Indent Numbers Text Normal

Bad Good Neutral Calculation Check Cell

AutoSum Fill Clear Sort & Find & Filter Select

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B C D E F G H I J K L M N O P Q R

1 OVERVIEW

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Project List	Progress	Start1	End1	Notes
Planning	7%	31-Jul-17	29-Sep-17	
Database	44%	0-Jan-00	1900-01-00	
Brochure	0%	0-Jan-00	1900-01-00	
Hosting Program	0%	0-Jan-00	1900-01-00	
Train Program	13%	0-Jan-00	1900-01-00	
Media	0%	0-Jan-00	1900-01-00	
Logistics - Hotels	31%	31-Jul-17	2018-06-19	
Logistics - Ground Transportation	0%	0-Jan-00	1900-01-00	
Logistics - Security	0%	0-Jan-00	1900-01-00	
Gifting	37%	0-Jan-00	1900-01-00	
Name Tag Production	0%	0-Jan-00	1900-01-00	
Uniforms	0%	0-Jan-00	1900-01-00	
Itinerary Room	25%	0-Jan-00	1900-01-00	
Spouse Programs	0%	0-Jan-00	1900-01-00	
Dinner	100%	0-Jan-00	1900-01-00	
Biography Book	0%	0-Jan-00	1900-01-00	
Delegate Book	0%	0-Jan-00	1900-01-00	
Memory Books	0%	0-Jan-00	1900-01-00	
Close Project	0%	0-Jan-00	1900-01-00	

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Projects Overview Project Tracker Setup