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## Project management timesheet template excel

**Excel template to track work hours. Does excel have a timesheet template. Excel template to track project hours. Employee schedule template with total hours.**

A project timesheet template can help you track, record, and organize essential information related to the project and generate accurate billables. You can capture data regarding the project timeline on a daily, weekly, biweekly, or monthly basis and analyze it to understand how the project is progressing. In this article, we'll share four free, downloadable project timesheet templates (in PDF, Google Sheets, Microsoft Word, and Excel format). We'll also discuss the benefits and disadvantages of using a manual project timesheet, along with an advanced alternative. This article includes: (Click on the link to go to a particular section) Let's get started. 4 useful project timesheet template samples A project timesheet template records the time an employee invests on multiple projects and tasks. You can bill your clients conveniently using this timesheet data. Some employers like to visualize timesheet data to better understand the patterns in hours worked, they typically create a timeline graph in excel with the data in these templates we'll share with you. Here are four free timesheet templates suitable for various business requirements. You can access them in Microsoft Word, PDF, Google Sheets, and Excel timesheet template formats. 1. Daily project timesheet template A daily timesheet template records employee work hours data, including total hours worked in a day and the projects they worked on.

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The simple timesheet template helps you track billable hours separately for each project. Additionally, you can view and compare the productivity of employees from this daily timesheet template. Download timesheet links: [Google Sheets](#) | [Excel](#) | [Word](#) | [PDF](#)

2. Weekly project timesheet template A weekly timesheet template shows you the tasks and projects employees spend their time on during each day of the week. This weekly time tracking template lets you view the total hours worked, lunch break, overtime, sick leave, etc., of an employee. The weekly timesheet template is suitable for companies with a weekly pay policy. Download timesheet links: [Google Sheets](#) | [Excel](#) | [Word](#) | [PDF](#)

3. Biweekly project timesheet template The biweekly timesheet template tracks employee work hours and tasks completed during two weeks. You can use this biweekly timesheet template to generate payroll twice a month. Download timesheet links: [Google Sheet](#) | [Excel](#) | [Word](#) | [PDF](#)

4. Monthly project timesheet template The monthly timesheet template enables you to track employee work hours and projects completed for each day across a month. It also breaks down employees' monthly working hours to give you productivity insights. A monthly timesheet template also simplifies payroll processing by easily providing relevant information, like time entries, overtime hours, vacation days, etc.

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These are a few project timesheet templates that you can choose from. Now, let's take a step back and discuss the basics of a project timesheet template. What is a project timesheet template? A project timesheet template helps track the projects your employees work on, along with the time they take to complete them.

# Company Name - Excel Project T

Address 1:

Address 2:

City/Town:

Zip/Postal:

Phone:

Fax:

E-mail:

## Enter Name's Time Sheet for the Week

Employee Name:

Approving Manager:

Employee phone:

Employee email:

Tax ID#:

**Week ending:** Sunday, November 13, 2016

Day	Project A	Project B	Project C	Project D	Project E	Project F	Sick	Vacation	Total
Monday	7	0.5			0	0	0	0	7.50
Tuesday		5	2	0.5					7.50
Wednesday						7.5			7.50
Thursday			7.5						7.50
Friday	7.5								7.50
Saturday									
Sunday									
<b>Total</b>	14.50	5.50	9.50	0.50		7.50			<b>37.50</b>
<b>Rate</b>	\$30	\$ 15.00	\$15	\$ 15.00		\$30	###		
<b>Total</b>	\$ 145.00	\$ 82.50	###	\$ 7.50		###			<b>\$ 492.50</b>

Employee signature: \_\_\_\_\_

Date: \_\_\_\_\_

You can carry out project tracking for any pay period and for multiple clients using a timesheet. Employees fill in relevant information manually on a timesheet template. However, collecting and organizing timesheets is tedious, especially since they'll grow in number and pile up over time. Today, you can use tools like Microsoft Excel, Google Sheets, etc. In addition to recording time entries and project status, these tools can automate calculations. This way, these tools can make timesheet management a little easier. Now, let's look at the pros of using a project timesheet. 2 key benefits of project timesheets Here are a few benefits of using project timesheets: 1.

<div style="display: flex; justify-content: space-between; align-items: center;"> <span>[Company Name] - Month View Timesheet</span> </div>									
1234 Main St., San Francisco, CA 94103 (415) 555-1234 www.example.com									
Employee Name: <span style="border-bottom: 1px solid black; display: inline-block; width: 150px;"></span>									
Supervisor Name: <span style="border-bottom: 1px solid black; display: inline-block; width: 150px;"></span>									
<b>Pay Period for (Month)</b>									
Date	Morning	Afternoon	Evening	Night	Total	Rate	Overtime	Holiday	Weekly Total
1	8	8	8	8	8	8	8	8	8
2	8	8	8	8	8	8	8	8	8
3	8	8	8	8	8	8	8	8	8
4	8	8	8	8	8	8	8	8	8
5	8	8	8	8	8	8	8	8	8
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44	8	8	8	8	8	8	8	8	8
45	8	8	8	8	8	8	8	8	8
46	8	8	8	8	8				

**Simplify project management** A project timesheet can help you record the status of project completion.

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With this information, you can estimate the progress of a project. Comparing the project progress against the deadline will give you insights into how close you're to completing it. You can then take the right steps to speed up the work if needed. Additionally, based on the timesheet data, you can determine if a specific task is taking too long to complete and assign more employees to tackle it. By doing so, you can ensure strategic employee scheduling and that you meet deadlines on time.

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Optimize project budget and payroll management A project timesheet can record billable hours for multiple projects separately. Using this data, you can calculate employee salaries easily. Additionally, you can track regular hours and tasks on a daily, weekly, or monthly basis. Through this, you can calculate the payment for non-salaried employees. All you need to do is multiply the total hours worked on specific tasks (obtained from the timesheet) by their hourly rate. For salaried employees, a project timesheet can help you: Ensure project profitability by comparing labor cost and work done. Record employee breaks and overtime hours. Monitor paid time off, like sick leave, and unpaid time off. Now, let's look at the limitations of manual project timesheets. 3 major disadvantages of project timesheets While a project timesheet has several benefits, it also has disadvantages. Here are some of them: 1. Prone to time entry errors Manual spreadsheets are prone to errors. An employee could feed the wrong time entries, copy and paste errors, overwrite unknowingly – the list goes on. Additionally, since Excel or other spreadsheets don't allow managers to validate employee data, it's difficult to spot any error. And even a small error in the timesheet can lead to payroll issues. For example, let's say an employee incorrectly entered the work hour as 8 AM instead of 10 AM on the Excel spreadsheet. During payroll calculation, this error could cause variations in the payment depending on the hourly rate. Additionally, errors can negatively affect the trust clients have in your business. They may doubt the legitimacy of all the data you submit. 2. Time-consuming task We can all agree that manually entering data can take up a lot of time. With a manual project timesheet, your employees need to fill time entries every day, and the manager may have to double-check the data to reduce errors. Additionally, timesheet management is an exhausting process, especially in a growing company. It's difficult to store, maintain, and track spreadsheets. The employee in charge will have to collect and store timesheets and run payroll and other required calculations. 3. Lacks advanced productivity features Paper timesheets help only with recording employee time in and time out. And while Excel, Microsoft Word, and Google Sheets can help you carry out simple calculations, organize data, and offer printable timesheet templates. Also, they may not give you accurate insights into employee productivity. A timesheet only shows the total hours worked and not what employees did during the recorded hours. Fortunately, you can reduce the effect of these cons by using timesheets properly. Let's see how you can do that. 3 handy tips for using a project timesheet template Here are a few tips to help you fill out a timesheet template correctly: 1. Determine which project timesheet template to use Choose the most suitable employee timesheet template for your business requirements. You can make a decision based on the preferred pay period, information required, and other factors. For instance, let's say you want to view daily time entries and total weekly employee hours worked. You can then use a weekly timesheet template that gives insights into an employee's working hour data. Depending on the features you need, you can also choose between a Microsoft Word, Google Sheets, and Excel template. 2. Remind employees to track time Team members may forget to note the start and end times if they don't note it down. You can ask them to fill the timesheet before they start and as soon as they complete the project task. 3. Assign project codes While assigning project codes may not seem necessary, it can avoid confusion and simplify tracking projects. How? Different employees working on the same project may use different names while filling timesheets. This could complicate tracking project progress and resource allocation and cause confusion. For example, an employee writing a blog post on 'Flexible Hybrid Work' can log time as 'Flexible Hybrid Work', while another can save it as 'FHW'. By assigning project codes, you can identify the project immediately and save a lot of time. However, these tips can only help you to an extent since the timesheet process involves manual data entry and analysis. That's why you need a smart time tracking software solution that can automate project timesheet management for you. You need Time Doctor. Time Doctor: An advanced alternative to manual project timesheets Time Doctor is an employee productivity and time tracking tool that's used by large businesses, like Ericsson and Verizon, as well as by small businesses, like Thrive Market, to boost employee productivity. It records time entries of multiple employees simultaneously and tracks how long they work in real-time. Time Doctor also offers features like productivity reports, payroll management, 50+ tool integrations, and more. Let's look into Time Doctor in detail and discuss its key features. 1. Interactive and silent time tracking Time Doctor's manual or interactive time tracking feature lets employees record their start and end times by simply clicking on the 'Start' and 'Stop' buttons of the timer. You can avoid manual errors as the time is accurately registered in the app. Employees can also log hours worked, and other data. The tool also has an automatic timer, which automatically starts and stops tracking employee hours when the system switches on and off. It runs in the background without interrupting the employee while they work. 2. Project time tracking Time Doctor lets you track time on different projects and tasks separately. You can assign project codes to each task. 3. 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you can download the free Microsoft Word, Google Sheets, PDF, and Excel timesheet templates we covered here and customize them for your needs. However, manual timesheets have several limitations. Instead, you can use a productivity management tool like Time Doctor for efficient timesheet management.

With advanced features like automatic time tracking, smart payroll generation, and productivity reports, Time Doctor makes project time management a cakewalk. Sign up for Time Doctor's 14-day free trial today and track everything project-related accurately!

Carlo Borja is the Head of Online Marketing for Time Doctor, a time tracking software for remote teams. He is a full-time telecommuter, a digital nomad and a coffee junkie. Before you can plan your project, you need the right tools to collect the necessary data to formulate a strategy—and project management Excel templates are a great place to start. Best Project Management Templates for Excel Visit our project management templates page and you'll find Excel and Word templates for creating all the project documents you need to manage your project. But, if you just need free Excel project management templates and spreadsheets, then look no further. Here are 25 essential project management Excel templates you can download and use right now. Transform your bland Excel spreadsheets into expertly-designed project management templates, and take your project management Excel processes to the next level. 1. Gantt Chart Template A Gantt chart is a visual tool that helps you see at a glance the scheduling of tasks and their dependencies over the project timeline. That makes it an ideal project planner template. While it's true that a Gantt chart template can be overly complex in Excel spreadsheets, especially when you need more advanced scheduling features like task dependencies and resource allocation, they remain a vital part of any project manager's toolkit. That's why we recommend using online Gantt chart software to help plan tasks and projects collaboratively with your team. Online Gantt chart tools integrate into project management & planning software, so you update in real time.

2. Project Manager's Dashboard Template This is our top pick. It does this and more. Try it for yourself today! Use ProjectManager's free Gantt chart template as a starting point. But to quickly make a Gantt chart from your project tasks, download this free Gantt chart Excel template, also known as a project timeline template, for an easy way to create a project schedule. Simply add tasks and deadlines to this Excel spreadsheet and visualize how long your project will take. 2. Project Management Dashboard Template The project dashboard is what keeps you in the driver's seat as you travel through the lifecycle of the project. It allows you to monitor the project, tracking the task status, budget and more in one place. From this free project management dashboard for Excel, you create graphs and charts that give you a visual and easily digestible look at your task and workload management, as well as cost. It's a sure way to stay on top of a project generally and know where you have to drill down into specifics. You can add more power to your PM dashboards when you use online project management software. That way, when team members are updating task statuses, the dashboards populate with real-time data.

3. Project Status Report Template The need for a project status report is obvious. If you don't have good intel on what's happening in the project, then you're managing blindly. You have no idea if you're on track or if resources are being blocked. With this free Excel project status report template, you have a tool to greatly improve your project communications, both with stakeholders when you're delivering a presentation, but also with team members. It's up to you to decide on the frequency of the reports. But with a project status report template, a lot of the busy work that can pull you away from a project is already done, giving you greater access to the information you need. 4. Action Plan Template A project is initiated to complete the realization of a goal. But achieving that objective requires a strategy and the steps to implement that strategy successfully. In short, projects require an action plan. Projects are pragmatic and the action plan is a framework to collect your thoughts about executing the project plan in an effective and efficient way. With our free action plan template, you can fill in the blanks to ensure that you've covered all bases and make your project start on the right foot. It's a great companion template to an overall project plan and project charter. From prioritizing tasks to assigning and noting the status, timeline and resources, we have you covered. And, again, the action plan can be updated seamlessly into ProjectManager, so you can then use all our great features to visualize workflow with kanban boards and monitor progress with our real-time dashboard. 5. Project List Template Tracking the project is crucial to ensure that it remains on schedule. That means also keeping track of the budget and the tasks that are completed, and the time and actual cost of the project. To do this, you need a project list template. Once you have a project list template, you can track everything from the project start to the end. You can use our free project list template to produce Gantt charts to get a clear visual on the project timeline, as well as the data delivered to your dashboard to note project completion in real time. And, of course, you can import your Excel and Microsoft Project files seamlessly into ProjectManager. Our software can transform your static Excel files into stunning, dynamic project management tools. 6. Project Budget Template A project can have a great plan, but without the financial backing to pay for it, nothing can happen. That's why a project budget, as tedious as it might be, is one of the most important phases of getting a project on track to successful completion. With this free Excel project budget template, you can literally see when you're in the red because it's color-coded. And this document, more than just one that's crucial to the start of a project, is also a way to track that budget across the lifecycle of the project. This template has room to cover all your costs, from easy ones to collect — such as labor and materials — to ones that change or carry over from project to project. Budgets are estimates, but with this free template, those numbers will be more accurate. 7. Kanban Board Template Kanban boards come from the Toyota factory floor, developed by Taiichi Ohno, an industrial engineer and businessman, as a planning system to manage and control work and inventory. Since being introduced as physical boards with columns representing phases in production and tasks that are displayed as cards that move across the board, they've evolved into digital tools. When you download our free kanban board template for Excel, you'll get five columns and multiple cards, all of which are fully customizable so you can make adjustments to reflect the



much or as little information to the card as you like. Of course, you can also use a project management template in ProjectManager and get access to dashboards, reports, resource management features and much more. 8. To-Do List Template A to-do list gets things done. Whether it's the grocery list you stick on the door of your refrigerator or a task list for a project, being able to collect and prioritize work ensures that you don't forget anything important and tackle the most important tasks first. Plus, it's a lot of fun crossing off tasks once you've done them. This free project management Excel template can list as many tasks as you have, each with a start date, due date and even a column that shows the percentage complete of each task. There's also a column to note the process, for example, to indicate if the task is done. Finally, a column is set aside for notes to capture anything you need to add. The to-do list template is a simple tool that can be used to make more complex tasks manageable. It helps motivate you to do the work because it's no longer overwhelming, but doable. It's a rudimentary plan, and everyone knows planning is everything. 9. Project Risk Template Risk is a part of managing a project. The job involves being able to anticipate what risks are likely to occur and then formulating a response to get the project back on track. That's where this free Excel risk-tracking template comes in. First, it allows you to list all the possible risks you believe may happen over the course of the project. Next, you can define how it'll impact the project. You determine the level of the risk and assign it to an owner so that someone is responsible to keep an eye on it. Now you have a plan in place to resolve that risk quickly, and a document that can be shared so the risk is never given a chance to blindside a project. 10. Project Timesheet Spreadsheet Team members need to have a way to track their work through the tasks they are assigned, and a simple timesheet can provide an easy way to keep them on schedule as well as give them the needed information to know where they are in their tasks. The free Excel timesheet can calculate cost per hour and includes vacation and overtime columns, to accurately note the time spent on and off the project. But project timesheets are useful for a number of different purposes, so this is a handy tool. When you manage timesheets with online project management software, then the rubber hits the road. You'll be able to filter columns and customize reports, easily sharing them in an email, PDF or Excel and CSV file. Plus your team can submit timesheets based on actual tasks in the system, and you'll get alerted by email when they do. 11. Work Breakdown Structure Template A project is made up of deliverables and those deliverables are created by tasks. The work breakdown structure (WBS) is a way to visualize the project deliverables, the tasks, and the subtasks, which are necessary to make them. ProjectManager has a free WBS template that structures the process of breaking down the large project into smaller and smaller tasks, in a hierarchical visual that allows you to see the entire scope of the project work. This is a key element of project planning, but it's also critical to estimating project costs and setting up a realistic schedule. Better still, because our WBS free template is an Excel spreadsheet, it can then be uploaded into the ProjectManager software to initiate a project, assign tasks to team members and monitor and track progress once the project is executed. 12. Project Plan Template A project plan template has everything you need to map out your project once it's been approved. It has space for you to define your project goals, activities and tasks as well as all the resources you'll need to execute the work. You can begin to schedule your activities, tasks and the duration of each across a project timeline. There's even a place to identify task dependencies. Project plans are tailored around your project and no two are the same. That's why this project management template has a place to add appendices. Here is where you can attach a scope, cost and schedule management plan or a work breakdown structure (WBS) as well as your business case, feasibility study and project charter. The more detailed your project plan, the more you position yourself and your team for success when the project is executed. 13. Project Estimate Template This free project estimate template for Excel will help you forecast a more accurate budget and realistic schedule. Before you can plan a project, you need to identify all the costs that will be associated with it. This free project management spreadsheet allows you to do a more detailed collection of what you'll need to spend on your labor, materials and project resources. From a job description to estimate details, this project template is a great way not only to figure out your budget but collect the various vendors and contractors you'll be employing to help you execute the project. Create as many project phases as you require. Each is subtotaled and those subtotals are then tallied automatically for a final sum. Change is impossible to avoid when managing a project, but the more accurate your estimate, the more likely you'll deliver on time and within budget. 14. RACI Matrix Template Using a RACI matrix template is an essential tool for organizing projects. Projects can be confusing, and if people aren't sure of their roles, problems are going to occur. The RACI template for Excel is a free tool to identify and define the various roles and responsibilities of everyone involved with the project. This project management Excel template is broken up by project phase on the left and across the top all the various project positions are listed. Then in the corresponding box beneath the title is filled in with R, A, C or I to explain their relation to that specific point in the project. RACI stands for responsible, accountable, consulted and informed. Defining these roles with this Excel spreadsheet leads to smoother operations. 15. Issue Tracker Template Issues are when something is happening right now in your project. So, what do you do when this happens? You track those issues and resolve them with the help of this free issue tracker template. The first thing, of course, is identifying those issues as they occur. This is the document in which you can collect that information. The issue tracking template serves you by making sure every step of the way, from identifying to resolving the issue, is documented. Of course, you'll want to share the issue tracker template, and you can with this free Excel template, but only as a static document. With project management software, that information is easy to collect and share, as well as edit in real time. 16. Resource Plan Template Resources are anything you need for a project. Our free resource plan template for Excel is the first step to managing your team and resources. You can use it to identify, list and organize all your project resources as well as figure out how much of each you'll need and what that'll cost. You can use this project Excel template to integrate with your schedule and budget to track costs as you execute the project. While you'll want to start your resource plan during the planning phase of your project, it should be a living document that's regularly updated as things change over the life cycle of the project. Once the project has been completed, you can save the template and use it when you're planning resources for future projects that are similar. Using this free project management template for Excel keeps everyone informed, which leads to a smoother project. 17. Multiple Project Tracking Template If you're managing a program or a portfolio of projects, then you need our free multiple-project tracking template for Excel. When you download this free project management Excel template, you have the tool you need to monitor the progress of many projects at once. This free template provides a high-level overview of your projects, including all relevant information, all in one place. You can track tasks, dependencies, schedules and costs, which allows you to make more informed decisions when allocating resources across all your projects and helps you identify issues quickly. Whether you're a program manager, portfolio manager or work for a PMO, our free multiple project tracking template is going to make your job easier. It will serve you throughout the life cycle of all the projects you're managing for resource management, communicating with stakeholders and more. 18. Production Schedule Template In order to balance supply and demand when producing any commodity, you have to have a production schedule. It tracks the production of your product over a specific time period. No manufacturer is going to make anything without one. Download our free production schedule template for Excel. Use our free production schedule as part of your larger supply chain management to manage resources, help your sales team and get your goods to customers on time without negatively impacting quality. Our template helps you to make more accurate production plans and manage your inventory. You can manage both your workers and your materials, workstations and processes, as well as track your targets, manage deliveries and more. Our free template is a must-have document when you're in production planning. 19. Punch List Template A punch list captures the work that still needs to be done on a construction site. The job isn't complete until that punch list is completed. The punch list is also a great way to capture tasks that fall outside the contract and track their progress. These are only some reasons why you need to download our free punch list template for Excel. Our free punch list template lists all the items on the punch list, including a description and who has been assigned to do that work. There's also space to add a date for when it was first identified and when it was approved. You can also add the estimated duration for doing the work. This is a special template, too, in that you can use it as an Excel document or open up the template in ProjectManager. If you use our software, then you'll have access to kanban boards to visualize workflow, a real-time dashboard for a high-level view of your progress and performance as well as Gantt charts, timesheets, workload charts and much more. 20. Weekly Work Schedule Spreadsheet If you need help handling your human resources, get our free weekly work schedule spreadsheet for Excel. You can use it to manage your team's weekly work and the project's workflow. Note the days your team can work and collect the rate of pay and hours they work on their tasks. This flexible employee work schedule can apply to the regular nine-to-five work week or a more hybrid model. Use this project management template for Excel to get info on your team members and their work schedule. You can add their name, tasks assigned to them and the project on which they're working. There's space to list all the days they'll be working. This Excel template is a great place to capture data, but it's a static document. If you want to update it, you have to do that manually. It can take time and pull you away from managing the project and your team's work. 21. Change Log Tracking Spreadsheet Try our free change log template for Excel and create a successful change management process. Change is going to happen in every project, whether due to requests from stakeholders or from external forces, such as weather or supply chain issues. Being prepared for change and how to respond to it is going to make or break your project. This project management Excel spreadsheet allows you to number changes that you identify in the project to track them easier. There's a place to capture when the change was first discovered, who owns it and who is tasked with dealing with that change. There's even space to note its status and set the priority so you know which changes should be dealt with first. Having a change log means you can manage change and not allow change to negatively impact your project. 22. Change Request Form Template One thing that's constant in any project is change. Those changes, however, must be managed. That's where the change request form comes in. Our free change request form template gives you the structure to identify, track and resolve those changes when they arise in a project. The free template has space to note what the change is, give a team member ownership to lead the task of resolving it and then get it signed off on. When used in conjunction with ProjectManager, the change request form is more dynamic. It can act as a collaborative platform in which team members can communicate and attach relevant documents, even hand-offs and sign-offs. Keeping everything under one roof is something you'll not want to change. Related: How to Run MS Project on your Mac Step by Step! 23. Gap Analysis Template If you're looking to improve your business and stay innovative, then you need this gap analysis template for Excel. It's one of the tools you can use to get a strategic analysis of where you are now and how to get to where you want to be in the future. This project management spreadsheet will help you devise an action plan to move you from your current state of affairs to wherever you plan to take your organization in the future, whether that's an increase in market share or getting a product to market quickly. This free Excel template has everything you need to start meeting your goals, from general information and the current state of your business to the future state you're aiming to achieve, what the gap percentage is and the actions necessary to close that gap. You can identify who in the organization can lead the initiative and even track the status. You have to start somewhere and a gap analysis is where it all comes together. 24. Stakeholder Analysis Spreadsheet Stakeholders are invested in the project and project managers have to keep them updated and manage their expectations. That's where this free stakeholder analysis template for Excel comes in. It helps you identify and manage all the stakeholders in your project. This free template is a cornerstone of any thorough stakeholder management plan. The stakeholder analysis template gets you started with a project overview, which is followed by a list of all the stakeholders involved with the project. There's a dropdown menu to note if that particular stakeholder is of high, medium or low influence. That means, how much power they have to impact the project. That information is crucial to how to manage them. Then you identify each stakeholder in the spreadsheet as they relate to the project. Note the frequency you need to communicate with each stakeholder and more to manage them and keep the project moving forward. 25. Cost Benefit Analysis Spreadsheet Crunch the numbers to learn if your project is worth pursuing with our free cost-benefit analysis template for Excel. You can see if the project can be delivered within a specific time frame and reasonable cost. This Microsoft Excel template allows you to compare what you expect to spend against the benefits or opportunities the project might provide. From a cost perspective, you can see if the project is viable. Whether a personal or professional project, our free cost-benefit analysis template is a powerful and flexible tool. It can be used over and over again, collecting the project information, quantitative costs (indirect, intangible and opportunity) and quantitative benefits (direct benefits, indirect benefits, intangible benefits and competitive benefits). Adding up the three cost sections and the four benefits sections of the template provides a total cost to compare against total benefits. It's an essential analysis to undertake before committing to any project. Using Excel for Project Management Think of all the things you have to process along the way to a successful project—scheduling, resource planning, defining tasks and milestones, etc. The days of Post-It notes and notebooks filled with scraps of paper are long gone. Thankfully, today project managers can use Microsoft Excel templates for project management. Microsoft Excel does a lot of things well: mathematics, analysis and organization. But, it's not intuitive for project management due to its blank spreadsheet format. So, without using pre-built project management spreadsheets or templates, it's hard to execute project management on Excel. Go Beyond Excel Project Management Templates & Spreadsheets With ProjectManager Project management software can take you way further than Excel templates for project management ever could. ProjectManager, an award-winning project management software, is a comprehensive platform that lets you plan, track and report on your projects online. Because it's an online tool, you get live visibility into your project team and their tasks. Plan your projects from start to finish with our Gantt chart feature. This feature allows you to map your project tasks in phases and assign them to team members. You can even create dependencies and set milestones. Plus, you can import Excel files and Microsoft Project files into the Gantt chart, bringing your static templates to life. In addition, ProjectManager integrates with over 1,000 third-party apps such as Google Drive, Slack and Microsoft Office 365 so that you can share your project with everybody on your team. Team members (and managers) can choose to manage their own tasks in either the task list or kanban view. The kanban view is a favorite for visual workers who are involved in many projects. The customizable columns on a kanban board allow a user to easily see their progress, or sort their tasks by project or department. Of course, every view, whether it's the Gantt, list or board, allows you to collaborate with other team members and get more work done than you ever thought possible. You'll wonder why you ever used project management Excel processes. Get all the features of these Excel project management templates and more when you use ProjectManager. All of these tools are available in our award-winning project management software to help you plan, track and report on your project in real time. See what it can do for you by taking a free 30-day trial run.