

Tracking in MS Project

Project Tracking

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Why Tracking is Needed

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Project tracking is the ongoing monitoring of tasks, timelines, milestones, and time spent during project execution

1. **Delay Management:** By assessing exactly where tasks are falling behind, project managers can make informed decisions to shift resources or adjust future deadlines.
2. **Stakeholder Transparency:** Up-to-date tracking allows you to generate objective, data-backed Status Reports (e.g., late tasks or upcoming milestones) for stakeholders.
3. **Resource Optimization:** Tracking reveals whether team members are spending too much or too little time on assigned tasks, enabling better future Resource Allocation.
4. **Budget Control:** By logging actual work and comparing it to baseline costs, managers ensure the project remains financially viable.



MS PROJECT – PROJECT TRACKING (START TO END)

