

Improvement Tracking Tool

ADD
YOUR LOGO
HERE

[Exercise Name]	ASSIGNED INDIVIDUAL	EM SPONSOR	CURRENT STATUS	DUE DATE	# of DUE DATE CHANGES	COMMENTS
Action Item I:						
Task 1:						
Task 2:						
Action Item II:						
Action Item III:						
Action Item IV:						

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This template provides a simple way to create a Gantt chart to help visualize and track your project. Simply enter your tasks and start and end dates - no formulas required. The bars in the Gantt chart represent the duration of the task and are displayed using conditional formatting. Insert new tasks by inserting new rows.

