
HOW-TO GUIDE

Construction Project Tracker

Plan a whole project on one tab and watch it appear as a Gantt timeline, a Kanban board, and a monthly Calendar — automatically. A 10-minute read, start to finish.

FOR PROJECT MANAGERS · CONTRACTORS · SMALL TEAMS

INSIDE THIS GUIDE

What you'll learn, in order.

Set it up once, enter your tasks once, and read them three ways. Plus the one habit that keeps the whole workbook from breaking when you add a task.

01	Pick your date format — US or EU	<i>new · 30 seconds</i>
02	Set your priorities & statuses	<i>2 minutes, one time</i>
03	Set the timeline window	<i>1 minute</i>
04	Build your project on the Gantt	<i>the main event</i>
05	Read the Kanban board	<i>auto-built</i>
06	Read the Calendar view	<i>auto-built</i>
A	How to add new tasks	<i>read this — the #1 question</i>
B	Cheat sheet · Troubleshooting	<i>reference</i>

WHAT'S IN THE WORKBOOK

Two tabs you type in. The rest build themselves.

You configure the Setup tab once and enter every task on the Gantt. The Kanban board and the Calendar read from the Gantt automatically — you never type a task twice.

TAB	WHAT IT'S FOR	EDIT IT?
Setup	Pick your date format and define your priority / status dropdowns	Yes — once, up front
Gantt	The master tab — every task, its dates, priority, and status. The timeline draws itself	Yes — you live here
Kanban	A board view grouped into status columns. Auto-built from the Gantt	No — it's a mirror
Calendar	A monthly view of your tasks by date. Auto-built from the Gantt	No — just set Year / Month
reference	Internal lookup lists the formulas use	No — leave it alone
DISCLAIMER	Standard terms of use	No

Enter a task once on the Gantt — set its dates and it's on the timeline; set its status and it's on the board; it lands on the calendar by date. One entry, three views.

STEP 01 · NEW IN THIS VERSION

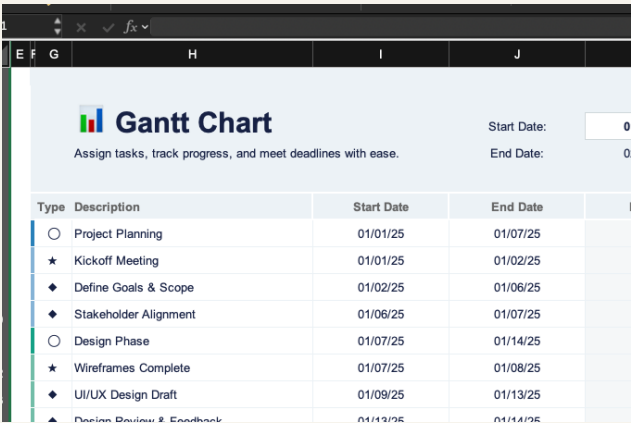
Pick your date format — US or EU.

The most common question we heard on the previous version was about dates. Now it’s a single dropdown. Open the Setup tab, find `Date Format` (cell D12), and choose:

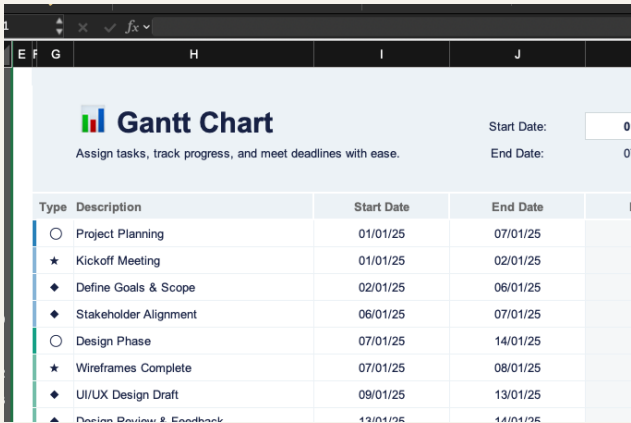
CHOOSE	YOU GET	EXAMPLE
US	MM/DD/YYYY	12/31/2025
EU	DD/MM/YYYY	31/12/2025

That one choice flips **every date in the entire workbook** — Gantt, Kanban, and Calendar all follow it. No reformatting cells, no fighting Excel’s regional settings. Here’s the same project in both formats — watch the Start and End columns:

US · MM/DD/YYYY



EU · DD/MM/YYYY



SET THIS FIRST

Choose your format before you enter tasks. Switching later is safe — your dates don’t change, only how they’re displayed — but picking up front means everything reads the way you expect from the start.

STEP 02 · 2 MINUTES, ONE TIME

Set your priorities & statuses.

Still on the Setup tab, two short lists drive the dropdowns you'll use on every task. Five priorities and six statuses ship ready to use — rename them to fit how your team talks.

PRIORITY LEVELS — CELLS C26:C30

-  Urgent Same day / 24 hrs. Critical to the project.
-  High Within 2–3 days. Blocking other work if it slips.
-  Medium Important but not urgent. Within a week.
-  Low No immediate deadline. As time allows.
-  Optional Nice to have. Can be deferred.

STATUS OPTIONS — CELLS C40:C45

-  Not Started Assigned, work hasn't begun.
-  In Progress Currently being worked on.
-  Blocked Stuck — waiting on approval, info, etc.
-  Needs Review Done but needs sign-off.
-  Completed Finished.
-  Cancelled No longer needed.

THESE SIX BECOME YOUR BOARD

The six statuses map directly to the six **Kanban columns**. Rename one here and its board column re-labels to match — so keep the count at six unless you're sure the board still lines up. Whatever you type in C40:C45 becomes the Status dropdown on the Gantt.

STEP 03 · 1 MINUTE

Set the timeline window.

Switch to the Gantt tab. A few controls in the header decide what slice of the calendar you see and how durations are counted. None of these change your task dates — they just frame the view.

CELL	CONTROL	WHAT IT DOES
K3	Start Date	The first date the timeline grid shows. Set it near when your project begins
M3	Exclude Weekends?	Sat & Sun , Sat Only , Sun Only , or No — greys out non-working days and drops them from Duration
M4	Display Week	Type a week number to scroll the visible window forward
Q2	Show Icons	Yes shows priority / status icons on the bars; No keeps it plain
K4	End Date	Auto — the latest end date across your tasks. Don't type here

IF THE BARS LOOK OFF

If a task's bar isn't where you expect, you're probably just looking at a different slice — check Start Date (K3) and Display Week (M4). The bars are right; the window is scrolled.

STEP 04 · THE MAIN EVENT

Build your project on the Gantt.

The task table starts at row 7. Each row is one task. You fill in six columns; the rest calculate themselves — and the bar draws to the right the moment you set the dates.

THE COLUMNS YOU TYPE INTO

COL	FIELD	WHAT TO ENTER
G	Type	Dropdown: ☐ phase header, ☒ task, ☐ milestone
H	Description	The task name. Keep it short — it shows on the bar, the card, and the calendar
I	Start Date	When it starts
J	End Date	When it's due
L	Priority	Dropdown, sourced from your Setup tab
M	Status	Dropdown, sourced from your Setup tab

Columns **K** (Duration) and **A–D** fill themselves — they drive the bars and the Kanban grouping. Leave them alone.

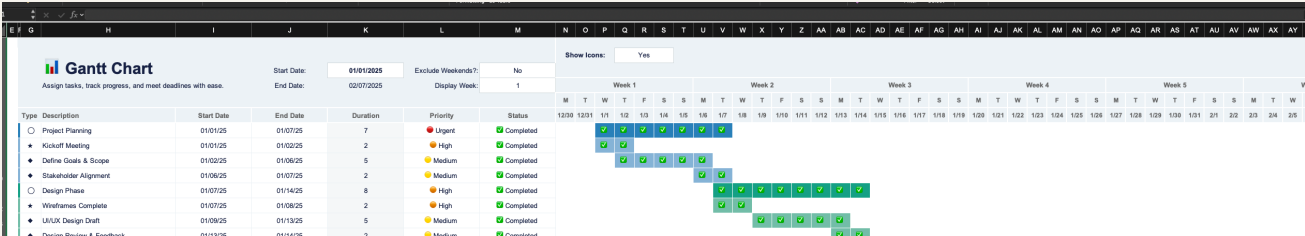


FIGURE 01 · GANTT — FILL THE LEFT COLUMNS, THE TIMELINE BARS DRAW ON THE RIGHT

STEP 04 · CONTINUED · PHASES, TASKS & MILESTONES

Three row types build the structure.

The Type column (G) tells the tracker what each row is. Group your work into phases, list tasks under them, and drop in milestones for the dates that matter.

- **PHASE** A grouping row like “Design Phase” or “Foundation & Framing.” Give it dates that span its tasks.
- ◆ **TASK** Your actual work items, listed under a phase.
- ★ **MILESTONE** A key date or deliverable — “Permits Approved,” “Client Sign-off.” Usually a single day.

EXAMPLE PROJECT BLOCK

○ Design Phase	Jan 7 → Jan 14	High	Completed
◆ UI/UX Design Draft	Jan 9 → Jan 13	Medium	Completed
◆ Design Review	Jan 13 → Jan 14	Medium	Completed
★ Wireframes Complete	Jan 7 → Jan 8	High	Completed
○ Development Phase	Jan 15 → Jan 24	High	In Progress
◆ Front-End Setup	Jan 15 → Jan 16	High	In Progress
◆ Build Core Pages	Jan 17 → Jan 20	Medium	In Progress

Set a Start and End and the bar appears. Set the Status and the task shows up in the matching Kanban column. Fall within the displayed month and it's on the Calendar. **One entry, three views.**

STEP 05 · AUTO-BUILT

Read the Kanban board.

Open the Kanban tab. Nothing to fill in — it's a live board built from your Gantt data, with one column per status. Each card shows the task name, its priority, and its dates.

The six columns are **Not Started** · **In Progress** · **Needs Review** · **Completed** · **Cancelled** · **Blocked** — the same six statuses you set on the Setup tab.

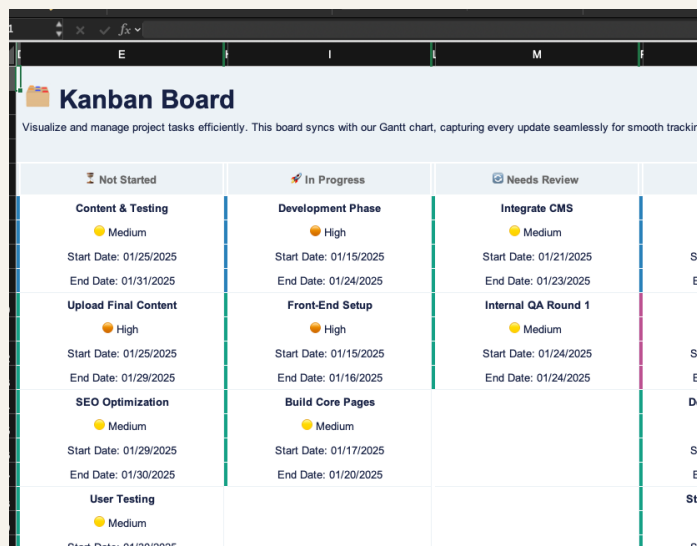


FIGURE 02 · KANBAN — CARDS SORT THEMSELVES INTO STATUS COLUMNS

HOW TO “MOVE” A CARD

You don't drag cards. Change a task's **Status (column M)** on the Gantt and its card jumps to the new column automatically. The board is a view, not a second copy — that's what keeps your three views from ever disagreeing.

STEP 06 · AUTO-BUILT

Read the Calendar view.

Open the Calendar tab. It lays your tasks out on a real monthly grid. Set the month and every task whose dates fall in it appears on the right days.

CELL	CONTROL
N2	Year
N3	Month
N4	Start Week On — Sunday or Monday

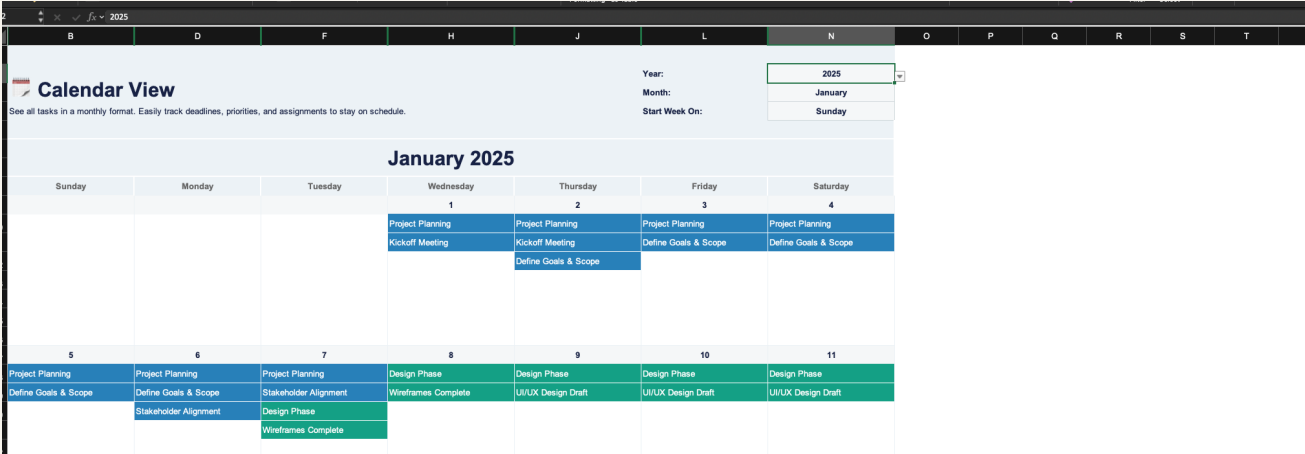


FIGURE 03 · CALENDAR — TASKS PLACED ON THE DAYS THEY RUN

Like the Kanban, it's read-only — change a date on the Gantt and the calendar redraws.

THE #1 QUESTION WE GET

How to add new tasks.

When you run out of pre-built rows, don't just type into a blank row at the bottom. The formulas, dropdowns, and the logic that feeds the Kanban and Calendar are baked into the existing rows — a fresh blank row has none of it, and your task won't show up on the board or the calendar.

THE RIGHT WAY — COPY, INSERT BLANK, PASTE, CLEAR

Four steps. Do them in order and your new task inherits everything.

- 1 **Copy an existing task row.** Click the row number on the left to select the whole row, then copy (⌘+C / Ctrl+C).
- 2 **Insert a blank row** where you want the new task. Right-click the row number and choose **Insert** — an empty row appears above your selection.
- 3 **Paste into the new row** (⌘+V / Ctrl+V). You now have a duplicate sitting in the right spot, with all formulas, dropdowns, and formatting intact.
- 4 **Clear the duplicated data** — wipe Description, dates, etc. Leave the auto columns (A, B, C, D, K) alone. Now type your new task.

To insert a task in the *middle* of a phase, it's the same four steps — copy any  row, insert where you want it, paste, clear, fill in. Everything renumbers and re-groups itself.

A · CONTINUED · WHAT GOES WRONG

What breaks if you skip a step.

Every support question we get about “missing” tasks traces back to one of these.

- **Typing into a blank row past the demo data** — no formulas, so Duration stays blank and the task never reaches the Kanban or Calendar.
- **“Insert Row” with nothing copied first** — you get a row with no dropdowns, no formatting, no formulas. Looks fine, doesn’t work.
- **Dragging a row to copy it** — sometimes works, sometimes silently breaks. Use copy / insert / paste instead.

QUICK REFERENCE

WHERE	WHAT TO COPY
A task under an existing phase	Any other  row
A new phase header	Any other  row
A milestone	Any other  row
Between two existing rows	Any populated row — insert blank in position, paste, clear

COMMON TASKS

Cheat sheet.

The everyday moves, each in one line.

YOU WANT TO...	DO THIS
Add a task	Copy a ◆ row, insert a blank where you want it, paste, clear, fill in
Move a task to another board column	Change its Status (column M) on the Gantt
Mark a task done	Set Status to Completed — the card moves and the bar restyles
Change a deadline	Edit the End Date (column J) — Duration, bar, and Calendar update
Re-prioritize	Change the Priority (column L)
Add or rename a phase	Copy a ○ row, write the phase name in column H
Add a priority or status	Edit the lists on Setup (C26:C30 / C40:C45), then re-pick on your tasks
Switch US ↔ EU dates	Change Setup!D12 — the whole workbook reformats
Stop counting weekends	Set Gantt!M3 to Sat & Sun

WHEN SOMETHING LOOKS OFF

Troubleshooting.

Nine times out of ten it's one of these.

“My task is on the Gantt but not on the Kanban / Calendar.”

The row was likely typed into a blank row past the demo data, so the helper formulas aren't there. Rebuild it with the copy / insert / paste / clear method, and confirm it has a Status in column M.

“My Duration column is blank.”

That row is missing a Start (I) or End (J) date — or it was created without the formula. Fill both dates; if still blank, rebuild the row.

“My priority / status dropdown is empty.”

The dropdown reads from Setup. Make sure you haven't cleared C26:C30 (priority) or C40:C45 (status).

“My Kanban column has the wrong heading.”

Headings mirror the status names on Setup. Renamed a status? The heading follows it — that's expected. Deleted one? That column goes blank.

“My dates show the wrong format.”

Set it on `Setup!D12` (US or EU). Don't reformat cells by hand — the one setting handles the whole workbook.

“Things look broken in Numbers or Google Sheets.”

This template is built for **Excel**. Dropdowns and conditional formatting don't always survive other apps. Open the original in Excel and press `F9` to recalc if values look stale.

Remember

Type it once. See it three ways.

Enter every task on the Gantt and let the Kanban and Calendar build themselves. Add tasks with copy · insert blank · paste · clear, and the workbook just works.