

Portfolio Tracker — Google Sheets Guide

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One view of all active projects with live RAG status

Instructions for the Praxiox Project Portfolio Tracker in Google Sheets. Tracks 15 fields per project with automatic RAG colour-coding, budget variance tracking, and a live dashboard summary.

What's included

- Portfolio tab with 15 fields per project
- Live Dashboard with 9 auto-calculating KPI cards
- RAG status with automatic conditional formatting
- Budget tracking with variance calculation
- Red project alert section
- 10 sample projects from a realistic PMO portfolio

How to use it

- 1 Make a copy of the Google Sheets template
- 2 Clear the sample projects and add your active portfolio
- 3 Update RAG status weekly — the Dashboard updates automatically
- 4 Use the Dashboard tab for your weekly PMO status report
- 5 Add a new row for each project — formatting auto-applies
- 6 Filter by Owner or Dept for team-level portfolio views

Replace manual portfolio spreadsheets with live Praxiox dashboards. RAG status, milestones, and risks — updated in real time.

Visit praxiox.com to turn this template into a live Praxiox project.
