

Multi-Project Tracker

Weekly cadence + capacity tracking

Owner: Project Management Lead

Cycle: Reviewed every Monday from the project pipeline + producer notes

Outcome: No project enters its final week without a confirmed delivery plan

Philosophy

Most studios run their pipeline on intuition — the producer “knows” which projects are healthy and which aren’t. This works at five projects. It breaks at fifteen. The Multi-Project Tracker exists so the studio can answer four questions on any Monday morning, in under five minutes:

- What is everyone working on this week?
- Which projects are on track, at risk, or blocked — and what changed since last week?
- Where does capacity tighten over the next 4 weeks?
- What needs ownership intervention this week (not next)?

The tracker is not a substitute for project management software. It is a weekly synthesis: the lens ownership uses to spot trouble while there’s still time to course-correct.

Active projects this week

Status reviewed every Monday. Yellow = mitigation in flight. Red = blocked, escalated.

Stage	Project	Owner	Status	Due	%	Note
1	Comedy sequel — key art delivery	Lula B.	On track	Jul 28	95%	
2	Coming-of-age feature — title package	Lula B.	On track	Aug 04	100%	
3	Q3 social calendar — agency social	Mira P.	At risk	Aug 08	70%	Asset approval delayed
4	Kids series — concert tour graphics	Devon T.	On track	Aug 11	88%	
5	Industry initiative — print run	Lula B.	On track	Aug 15	100%	
6	Weekly report — automation rollout	Lula B.	On track	Aug 22	60%	
7	Streaming series — interstitials	Devon T.	Blocked	Aug 25	35%	Brief pending; client review delayed 11 days
8	Annual security re-audit — vendor pkg	Lula B.	At risk	Aug 29	50%	Awaiting NAS firmware patch
9	Q4 retainer renewals — 6 clients	Mira P.	On track	Sep 01	75%	
10	Festival teaser — one-sheet	Devon T.	At risk	Sep 05	40%	Photography reshoot Aug 28
11	Streaming app — in-app banner refresh	Mira P.	On track	Sep 10	25%	
12	Year-end close prep — 12 clients	Lula B.	On track	Sep 30	15%	

Status reviewed every Monday morning. Yellow flags get a mitigation note; red blocks are escalated to ownership for resolution within 48 hours.

Team capacity & timeline

Hours by week + 13-week project Gantt

Team capacity

Hours allocated next 12 weeks. Cells flag over- and under-capacity.

Team	Jul 22	29	Aug 5	12	19	26	Sep 2	9	16	23	30	Oct 7
Lula B. Founder / PM	38	40	42	44	38	36	40	42	38	36	32	30
Mira P. Producer	28	32	36	38	40	42	38	34	30	28	26	24
Devon T. Motion / Lead	40	38	44	46	44	38	36	38	40	38	32	28
Sasha K. Designer	24	28	32	36	38	32	28	30	32	28	24	20
Jordan W. Designer (FT)	20	24	28	32	34	32	28	26	24	22	20	18
Riley M. Coordinator	16	20	24	28	30	28	26	24	22	20	18	16

Green = under 36 hrs (capacity available). Yellow = 36–42 hrs (at capacity). Red = 42+ hrs (over capacity, requires intervention). The pattern across columns reveals systemic issues – a row that runs hot for 4 weeks is a hiring signal, not a one-week fire.

Quarterly Gantt

Project active windows across 13 weeks, color-coded by current status.

