

# POST PRODUCTION PROGRESS TRACKER

*Keep Clients in the Loop. Stay in Creative Flow.*

Brought to you by **Customatic**

 [www.customaticonline.com](http://www.customaticonline.com)

## DOWNLOAD YOUR PRODUCT

[https://docs.google.com/spreadsheets/d/146NIKijHSsHO3DnTm9-aOZOTt1zpF9M7C3U6NW\\_72s/copy](https://docs.google.com/spreadsheets/d/146NIKijHSsHO3DnTm9-aOZOTt1zpF9M7C3U6NW_72s/copy)

## Welcome, Editor

This **Post Production Progress Tracker** was created to help you get deep into your edit without the constant distraction of client or manager update requests.

I built this tool out of necessity. After working with clients, marketing managers and project managers, I realized I needed a clean, visual way to communicate progress while protecting my creative focus.

This tracker solves that.

You'll find it simple, powerful, and easy to integrate into your workflow. Whether you're working solo, with a team, or collaborating with a client.

## Using the Tracker

Open the Google Sheet and you'll see the main progress table. Here's a breakdown of how to use each section:

### **TASK**

List out all the tasks needed to complete your project. Think: assembly edit, sound design, colour grade, version 2 review, delivery, etc.

### **STATUS**

Click the dropdown to choose where you're at:

- **Pending** - Haven't started
- **Active** - Currently working
- **Assessing** - Reviewing your work
- **Completed** - Finished



## ETA (Estimated Time Available)

Double-click in this cell to pick a target date for when you'll have the task completed.



## NOTES

This is your space for client feedback, revision notes, or internal updates. Make it yours.

A dynamic visual progress bar updates in real time as tasks are completed and approved.

## Pro Tips

- **Use it with clients:** Want to cut back on emails? Share a view-only link with your clients or project managers so they can follow progress in real time.
- **Use one per project:** Duplicate this sheet for every new project to keep things clean and separated.
- Keep the Master Template as is. Use it the base for creating new versions for each project.

## Sharing with Client or Project Managers

Want to embed this tracker into your website?

Here's how:

1. In Google Sheets, go to File > Share > Publish to Web.
2. Choose the correct sheet and select **Embed**.
3. Copy the HTML code and paste it into your website.  
If you're using a platform like Squarespace, or WordPress, you can drop this into an HTML or Embed block.

## Thanks for Supporting Creative Tools Made by Creatives.

If you found this tracker helpful, tag @customatic or share it with a fellow editor. I've got more tools, tips, and editor-friendly downloads in my store [www.customaticonline.com](http://www.customaticonline.com)

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