

Project Management - Documenting the Plan



Name of Project: _____ Project Lead: _____

Date Project Initiated: _____ Project Due Date: _____

Project Owner(s)/Client(s): _____

Project Contributors and Roles:

The Plan

#	Task	Dependencies	# of Hours	Start Date	End Date	Who	Status
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							

#	Task	Dependencies	# of Hours	Start Date	End Date	Who	Status
17							
18							
19							
20							
21							
22							
23							
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39							
40							

Status Key:



- = Completed/Achieved
- = In Progress/On Track
- = Not on Track/Attention Needed

NOTE: No status code is necessary for items not yet scheduled.

