Project Leader: **Project:** Date: mm/dd/yy

Project Objective:

Objectives	Major Tasks	Project Completed By:	Owner / Priority
	1		
	2		
	3		
	4		
	5		
	6		
	7		
	8		
	9		
	10		
	11		
	12		
	13		
	14		
	15		
	16		
	17		
	18		
	19		
	20		
	A		
	B		
	C		
	D		
	E		
	# People working on the project		

Major Tasks

Target Dates

Objectives

Costs

Summary & Forecast

Date

		.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	:	.	.	Owner	Owner	Owner	Owner

Capital	0	0
Expenses	0	0
Other	0	0

Budgeted Expended