

Project Work Schedule

A. General Information

Project Title:		Prepared By:		Original Planned Completion Date	
Date Prepared:		Version:		Current Estimated Completion Date	

B. Project Schedule

Please define the key tasks, subtasks and milestones for your project that must be completed on-time and on-budget for your project to be successful and therefore require monitoring by the project manager and key stakeholders. The status of these items should be reported in your Project Status Report.

Line Number	Task Name (Task, Subtask, or Milestone)	Status (Not Started, In-Progress, On Hold, Completed)	Description	Deliverable (If a task will produce a deliverable, describe what it is)	Task Owner	Required Hours	Start Date	End Date	Dependency (Note the line number of any task or subtask that must be completed before the new work begins.)
1	task 1								
2	subtask 1								
3	subtask2								
4	subtask3								
5	milestone 1								
6	task 2								
7	subtask1								
8	subtask2								
9	subtask3								
10	task 3								
11	subtask1								
12	subtask2								
13	subtask3								
14	milestone 2								
15									
16									