

Project Work Plan

Project Work Plan: [PROJECT NAME]

Date of Report	
Project Start Date	
Project End Date	

Status:

IP = in progress
C = complete
OD = overdue

ID#	Objectives or Deliverables	Task	Lead Person	Due Date		Comments/Notes	Status	Actual Date Completed
1								
2								
3								
4								
5								
6								
7								
8								
9								

ID#	Objectives or Deliverables	Task	Lead Person	Due Date		Comments/Notes	Status	Actual Date Completed
10								
11								
12								
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24								
25								

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26								
27								
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