Project Work Schedule (Medium)

A. General Information

Project Title:			*Prepared By:*			
Date Prepared:			*Version:*			

B. Project Work Plan (Schedule)

These are the key elements of 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 stakeholders. The status of these items should be reported in your Project Status Report.

The element column below demonstrates the pattern to report milestones, tasks, and activities, i.e., a milestone is achieved by a series of tasks and each task is achieved by a series of activities. A deliverable, or group of deliverables, should be given for each milestone. Overwrite the example given with the milestones, tasks, and activities for this project.

Element	Description	Deliverable	Assigned To	Required Hours	Due Date	Dependencies
milestone 1						
task 1						
activity 1						
activity 2						
activity 3						
task 2						
activity 1						
activity 2						
activity 3						
task 3						
activity 1						
activity 2						
activity 3						
milestone 2						
task 1						
activity 1						
activity 2						
activity 3						
task 2						
activity 1						
activity 2						
activity 3						