**PROJECT MANAGEMENT WORKSHEET**

Staying organized during a large project can be challenging. Use this worksheet to track your progress on each major project. **Contact us at** **HSS.StudentSuccess@unco.edu** **or Call 970-351-3140 with questions, resources, and support.**

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| ***The Details*** | Write down the project type, the topic, and the milestones or due dates.  |
|  | Project Type | Project Topic | Due Date 1 | Due Date 2 | Due Date 3 | Presentation Date |
|  |  |  |  |  |  |
| **Group Members** | Name |  |  |  |  |  |
| Contact |  |  |  |  |  |
|  |  |
| **1** | Write down the major tasks you need to complete for this project. If you are working in a group, decide who will work on that task. |
| **Identify the Tasks** | TASKS TO COMPLETE | CONTACT NUMBER | NOTES |
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| **2** | Set up check points to stay on track and avoid procrastinating the project tasks. When you have your check-in, mark the status (Complete, In Progress, Stuck, etc) for the task. |
| **Set a Timeline** | TASK | DATE | CHECK IN TYPE | STATUS | NOTES  |
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