**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**](mailto: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 | |  | |  | | |  | |  | | | |  | |
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| **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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