PROJECT MANAGEMENT WORKSHEET

Timeline



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.

The Details	Write down the project type, the topic, and the milestones or due dates.									
	Project Type	Projec	Project Topic		Due Date 1	Due Date 2		Due Date 3		Presentation Date
Group	Name									
Members	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.									
								TACT BER		NOTES
Identify the Tasks										
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.									
	TASK		DATE	CHECK IN	TYPE		STAT	US	NOTE	S
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