

PROJECT MANAGEMENT CALENDAR TEMPLATE

PROJECT MANAGEMENT CALENDAR						
2024						
JANUARY						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	01	02 Define Project Scope Stakeholder Meetings	03 Risk Assessment Budget Planning Resource Allocation	04 Gantt Chart Creation	05 Procurement Planning	06
07	08 Procurement Planning Vendor Selection	09 Project Plan Approval	10 Project Plan Approval	11 Team Training	12 Team Training	13
14	15 Team Training	16 Project Execution	17 Project Execution Progress Monitoring Quality Control	18 Project Execution Progress Monitoring Quality Control	19 Project Execution Progress Monitoring Quality Control	20
21	22 Project Execution Progress Monitoring Quality Control	23 Project Execution Progress Monitoring Quality Control	24 Project Execution Progress Monitoring Quality Control	25 Project Execution Progress Monitoring Quality Control	26 Project Execution Progress Monitoring Quality Control	27
28	29 Project Execution Progress Monitoring Quality Control	30 Project Execution Progress Monitoring Quality Control	31			

Each sheet represents a specific month, from January to December.

Intuitive User Interface:
The clean and intuitive design ensures a smooth user experience. Quickly switch between months, view your project progress, and make updates with ease.

Highlighted Activity Scheduling:
Effortlessly schedule and manage activities for each day in a month.

Assign colors to different types of activities or projects, allowing for easy categorization.