

*Optional columns;
These will appear only in Daily Calendar;*

EVENT DESCRIPTION	START TIME	CUSTOM COL 1	CUSTOM COL 2
Launch of Project	9:00 AM		
Planning for scope of project	10:00 AM		
Internal status updates	10:30 AM		
Update to Stakeholder	11:00 AM		
Senior Level Project Review	1:00 PM		
Day of absence			
Leadership team to meet and dis	3:00 PM		
Code Freeze			
Completion of Project	5:00 PM		
Customer Interaction events to g	8:00 AM		