

PROJECT TASK TEMPLATE

PROJECTS						DELIVERABLE(\$)	COST/HOURS			
STATUS	PRIORITY	DEADLINE	TASK	ASSIGNEE	DESCRIPTION	DELIVERABLE	% DONE	FIXED COST	ESTIMATED COST	ACTUAL HOURS
PROJECT NAME										
☒	HIGH	8/27/22	Task name		Details of task here		100%	\$ -		
☐		8/27/22	Task				50%	\$ -		
☐		12/31/22	Task				0%	\$ -		
☐										
PROJECT NAME										
☐							0%	\$ -		
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PROJECT NAME										
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STATUS MENU

☐

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PRIORITY MENU

HIGH

MEDIUM

LOW