

[Company Name]
[Address, Phone Number, Email Address]



PROJECT MANAGEMENT CALENDAR

Project Name: Project Start Date:
Project Lead: Supervised By:

January S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	February S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29	March S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	April S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
May S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	June S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	July S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	August S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
September S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	October S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	November S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	December S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

Task	Duration	Start Date	End Date	Resources	% Complete
Preparing Plans	40	01-05-24	10-05-24	Thomas	80%
Design Review	10	15-05-24	25-05-24	Thomas	60%
Validation Procedures	3	26-05-24	28-05-24	Thomas	30%
Preparing Site Design	10	30-05-24	11-06-24	Kelly Grint	73%
Create Staffing Plan	5	03-06-24	07-06-24	William	92%
Architecture Documentation	18	09-06-24	25-06-24	Kelly Grint	58%
Specification Design	10	23-06-24	03-07-24	Kelly Grint	46%
User Interface Design	3	02-07-24	06-07-24	Kelly Grint	70%
Implementation Team	2	05-07-24	07-07-24	William	54%
Readiness Reviews	5	05-07-24	11-07-24	William	83%
Requirement Analysis	22	15-07-24	07-08-24	Thomas	95%
Document Process	18	20-07-24	03-08-24	Kelly Grint	59%
Functional Specifications	20	05-08-24	24-08-24	William	10%
Project Approval	1	26-08-24	26-08-24	Daniel	55%
Project Testing	25	01-09-24	24-09-24	Daniel	83%
Performance Testing	3	24-09-24	27-09-24	Daniel	86%
End Up Testing	2	29-09-24	30-09-24	Thomas	98%

