TASK MANAGEMENT

	Project: Tes	Project: Test Winsharr Product Contacts: Mark, Paul, Barbara, Bobbie		
	Contacts: M			
1 List the project.	Key Date:	Activity:	Team Members:	
 ② List key people involved. 	11-17	Get prototype	Barbara	
	11-30	Duplicate 10 copies	Mark	
③ List each task required by the group.	12-3	Install at test sites	Mark, Paul	
	12-5	Train test site users	Bobbie	
	1-15	Monitor use, report	Paul, Barbara	
④ Set key dates.	2-1	Compile Feedback	Bobbie	
	2-15	Formal report	Paul	
S List team member who is responsible for each task.				

Even a small project requires written coordination. A sheet such as this can keep track of each activity, who is responsible, and the key dates. ©2019 Core IQ. All rights reserved.

