|  |  |
| --- | --- |
| **Project Name** |  |
| **Commencement Date** |  |
| **End Date** |  |
| **Date Updated** |  |
| **Document Owner** |  |

| **Activity** | **Sub-tasks** | **Effort** | **Responsibility** | **Due Date** |
| --- | --- | --- | --- | --- |
| *Key activities of the project.* | *What sub-tasks will be completed to deliver the activity?* | *Hours it will take* | *Who will make it happen?* | *When will this activity be complete?* |
|  |  |  |  |  |
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| **#** | **Key Milestones** | **Due Date** |
| --- | --- | --- |
| *1* | *What are 3 to 5 important dates during the project, which mark key achievements?* | *When is this milestone?* |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |