

PROJECT TASK COMPLETION

Q3 REPORTING

Project Name: _____
Project Lead: _____
Department: _____
Date Range: _____

DONE	TASK DESCRIPTION	PRIORITY	DEADLINE	PROGRESS
	Define project scope and deliverables	High	Oct 12	
	Stakeholder interview & requirements gathering	High	Oct 15	
	Resource allocation & budget approval	Medium	Oct 20	

Notes: