

Project Monthly Planning Schedule

Month: _____ Project: _____

Week	Date Range	Main Tasks/Milestones	Responsible	Status	Notes
Week 1	_____	_____	_____	_____	_____
Week 2	_____	_____	_____	_____	_____
Week 3	_____	_____	_____	_____	_____
Week 4	_____	_____	_____	_____	_____

Notes / Comments

Prepared by: _____ Date: _____