Project Timeline Worksheet for Teams

Project Information

Project Name

Enter project name

Team Name

Enter team name

Project Lead

Enter project lead

Project Description

Brief project description

Project Timeline

Milestone/Task	Responsible	Start Date	Due Date	Status
e.g., Research Phase	e.g., Alice, B			e.g., Not star
e.g., Development	e.g., Charlie			e.g., In progre
e.g., Testing	e.g., Dana			e.g., Pending

Notes / Comments

Additional notes or comments