Project Task Assignment Checklist

Project Information

Project Name:

Enter project name

Project Manager:

Enter project manager

Start Date:

End Date:

Team Members

- Team member name
- Team member name
- Team member name

Task Assignment Checklist

Task	Assigned To	Due Date	Completed	Notes
Task description	Name		☐	Add notes
Task description	Name		☐	Add notes
Task description	Name		☐	Add notes