Structured Task Checklist

PROJECT / TASK DETAILS

Project/Task Name

_____

Owner

_____

Due Date

_____

CHECKLIST

	Task	Deadline	Status	Assigned To	Notes
☐	Task description	_____	_____	_____	_____
☐	Task description	_____	_____	_____	_____
☐	Task description	_____	_____	_____	_____

ADDITIONAL NOTES