[Project Name] Project Schedule

[Company Name]

Project Start Date: 5/1/2020 (Friday) Display Week: 1

Project Manager: [Manager's Name]

	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8
	27 Apr 2020	4 May 2020	11 May 2020	18 May 2020	25 May 2020	1 Jun 2020	8 Jun 2020	15 Jun 2020

WBS [1]	Task [2]	Lead [3]	Start [4]	End [5]	Days [6]	% Done [7]	Work Days [8]
1	[Task Category]	[Name]	Fri 5/01/20	Wed 5/20/20	20		14
1.1	[Task]	[Name]	Fri 5/01/20	Mon 5/04/20	4	100%	2
1.2	[Task]	[Name]	Tue 5/05/20	Fri 5/08/20	4	50%	4
1.3	[Task]	[Name]	Sat 5/09/20	Tue 5/12/20	4	25%	2
1.4	[Task]	[Name]	Wed 5/13/20	Sat 5/16/20	4	0%	3
1.5	[Task]	[Name]	Sun 5/17/20	Wed 5/20/20	4	0%	3
1.6	[Insert new rows above this one, then hide or delete this row]						
2	[Task Category]		Fri 5/01/20	Thu 5/07/20	7		5
2.1	[Task]		Fri 5/01/20	Fri 5/01/20	1	0%	1
2.2	[Task]		Mon 5/04/20	Mon 5/04/20	1	0%	1
2.3	[Task]		Tue 5/05/20	Tue 5/05/20	1	0%	1
2.4	[Task]		Wed 5/06/20	Wed 5/06/20	1	0%	1
2.5	[Task]		Thu 5/07/20	Thu 5/07/20	1	0%	1
2.6	[Insert new rows above this one, then hide or delete this row]						
3	[Task Category]		Fri 5/01/20	Wed 5/06/20	6		4
3.1	[Task]		Fri 5/01/20	Fri 5/01/20	1	0%	1
3.2	[Task]		Sat 5/02/20	Sat 5/02/20	1	0%	0
3.3	[Task]		Mon 5/04/20	Mon 5/04/20	1	0%	1
3.4	[Task]		Tue 5/05/20	Tue 5/05/20	1	0%	1
3.5	[Task]		Wed 5/06/20	Wed 5/06/20	1	0%	1
3.6	[Insert new rows above this one, then hide or delete this row]						
4	[Task Category]		Fri 5/01/20	Tue 5/05/20	5		3
4.1	[Task]		Fri 5/01/20	Fri 5/01/20	1	0%	1
4.2	[Task]		Sat 5/02/20	Sat 5/02/20	1	0%	0
4.3	[Task]		Sun 5/03/20	Sun 5/03/20	1	0%	0
4.4	[Task]		Mon 5/04/20	Mon 5/04/20	1	0%	1
4.5	[Task]		Tue 5/05/20	Tue 5/05/20	1	0%	1
4.6	[Insert new rows above this one, then hide or delete this row]						
5	[Task Category]		Fri 5/01/20	Tue 5/05/20	5		3
5.1	[Task]		Fri 5/01/20	Fri 5/01/20	1	0%	1
5.2	[Task]		Sat 5/02/20	Sat 5/02/20	1	0%	0
5.3	[Task]		Sun 5/03/20	Sun 5/03/20	1	0%	0
5.4	[Task]		Mon 5/04/20	Mon 5/04/20	1	0%	1
5.5	[Task]		Tue 5/05/20	Tue 5/05/20	1	0%	1
5.6	[Insert new rows above this one, then hide or delete this row]						

TEMPLATE ROWS

See the Help worksheet for information about using template rows.

1	[Task Category (label only)]						
2	[Task Category (summary)]		Fri 5/01/20	Fri 5/01/20	1		1
2.1	[Level 2 Task]		Fri 5/01/20	Fri 5/01/20	1	0%	1
2.1.1	. [Level 3 Task]		Fri 5/01/20	Fri 5/01/20	1	0%	1

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	Project Start Date:	5/1/2020 (Friday)		Display Week:	1
	Project Manager:	[Manager's Name]			

| | | | | | | | Week 1 | Week 2 | Week 3 | Week 4 | Week 5 | Week 6 | Week 7 | Week 8 |
| | | | | | | | 27 Apr 2020 | 4 May 2020 | 11 May 2020 | 18 May 2020 | 25 May 2020 | 1 Jun 2020 | 8 Jun 2020 | 15 Jun 2020 |
WBS [1	Task [2]	Lead [3]	Start [4]	End [5]	Days [6]	% Done [7]	Work Days [8]	27 28 29 30 1 2 3	4 5 6 7 8 9 10	11 12 13 14 15 16 17	18 19 20 21 22 23 24	25 26 27 28 29 30 31	1 2 3 4 5 6 7	8 9 10 11 12 13 14	15 16 17 18 19 20 21
							M T W Th F Sa Su	M T W Th F Sa Su	M T W Th F Sa Su	M T W Th F Sa Su	M T W Th F Sa Su	M T W Th F Sa Su	M T W Th F Sa Su	M T W Th F Sa Su
2.1.1.1	. . [Level 4 Task]		Fri 5/01/20	Fri 5/01/20	1	0%	1								

[1] Work Breakdown Structure:
Level 1: 1, 2, 3, ...
Level 2: 1.1, 1.2, 1.3,
Level 3: 1.1.1, 1.1.2,
The WBS uses a formula to control the numbering, but the formulas are different for different levels.

[2] Task:
Enter the name of each task and sub-task. Use spaces to indent sub-tasks.

[3] Task Lead
Enter the name of the Task Lead in this column.

[4] Task Start Date:
You can manually enter the Start Date for each task or use a formula to create a dependency on a Predecessor. For example, you could enter =enddate+1 to set the Start date to the next calendar day, or =WORKDAY(enddate,1) to set the Start date to the next work day (excluding weekends), where enddate is the cell reference for the End date of the Predecessor task.

[5] End Date:
Calculated based on the Start Date and the duration of the task.

[6] Duration:
The duration is the number of calendar days for the given task.

[7] Percent Complete:
Update the status of this task by entering the percent complete (between 0% and 100%).

[8] Work Days:
Work Days exclude Saturday and Sunday. The Pro version allows you to use this column as an input.