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Project Start Date: 9/15/2025 (Monday) Display Week: 1  
Project Manager: [Manager's Name]

Project Start Date: 9/15/2025 (Monday)				Display Week: 1				Week 1				Week 2				Week 3				Week 4				Week 5				Week 6				Week 7				Week 8																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																										
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4		[ Task Category ]		Mon 9/15/25		Fri 9/19/25		5				5																																																			
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[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.