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| **04 项目进度计划表 Project Schedule** | | | | | | | | | | | | | | | | | | | | | | | | |
| 一、项目基本情况 **I. Project Basic Info** | | | | | | | | | | | | | | | | | | | | | | | | | |
| 项目名称 project name： | | | | | | | | *T 客户考察公司* | | | | | | | 项目编号 project code： | | | | | | | | *T0808* | | |
| 制作人 prepared by： | | | | | | | | *张芳* | | | | | | | 审核人 reviewed by： | | | | | | | | *张三* | | |
| 项目经理 project manager： | | | | | | | | *张三* | | | | | | | 制作日期 data： | | | | | | | | *2005-7-10* | | |
| 二、项目进度表 **II. Project Schedule** | | | | | | | | | | | | | | | | | | | | | | | | | |
| 周 Week | | 0 | 1 | | | | | | | | 2 | | | | | | | | 3 | | | | | 责任人  Team Member | 关键里程碑  Milestone |
| *开始 Start* | | *8-Jul* | *9-Jul* | *10-Jul* | *11-Jul* | *12-Jul* | *13-Jul* | | *14-Jul* | *15-Jul* | *16-Jul* | *17-Jul* | *18-Jul* | *19-Jul* | | *20-Jul* | *21-Jul* | *22-Jul* | *23-Jul* | *24-Jul* | *25-Jul* | *26-Jul* | |  |  |
| *开工会 kick-off meeting* | | | | |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  | *7月8日成立项目组* |
| *阶段Ⅰ邀请客户* | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  | *7月11日递交邀请函给CTO及相关人员* |
| *111 递交邀请函给胡克* | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  |  | | *王五* |
| *112 安排行程* | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  |  | | *张三* | *7月14日确认考察人员及行程安排* |
| *113 确认来访人员行程* | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  |  | | *王五* |
| *阶段Ⅱ落实资源* | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |
| *211 安排我司高层接待资源* | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  |  | | *张三* | *7月16日前与公司沟通确认考察安排及资源协调* |
| *212 安排各部门座谈人员* | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  |  | | *刘峰* |
| *213 确定总部可参观场所* | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  |  | | *刘峰* |
| *阶段Ⅲ预订后勤资源* | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |
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