Project Header: {Standard Header for all Documents}

Project Plan Column Descriptions:

ID: Enter the phase number and title in the first column.

Task: Enter the word-breakdown *tasks* for each phase in the second column. If you need to break your *tasks* into sub-*tasks*, add additional sub-columns as necessary.

Deliverables: Specify the deliverable of each task. The deliverable indicates completion of the task. Sometimes, the deliverable is intangible. However, most deliverables should be tangible.

Owner~,
Assist: Enter the owner of the task and indicate with a tilde (~). If others will be completing or assisting in the task, enter their names also (without the tilde). However, the owner is the person responsible for ensuring that the task and deliverable get completed.

Start Date: Enter the day that the task is estimated to begin.

Complete
Date: Enter the date that the task is actually completed.

NOTES:
1.   If desired, you may choose to keep track of the actual duration (in days) also. This will provide data for improving duration estimation for your next project.