LT Workflow Chart (7-day)	Start Date:	/	LT Leader:
DAY_1	DAY_2	DAY_3	DAY_4
Date:	Date:	Date:	Date:
Task(s):		Task(s):	
, ,		, ,	
	Task(s):		Task(s):
TM:		TM:	
Due Date:		Due Date:	
	TM:		TM:
	Due Date:		Due Date:
Task(s):		Task(s):	
	Task(s):	¬	Task(s):
TM:		TM:	
Due Date:		Due Date:	
	TM:		TM:
	Due Date:		Due Date:
Task(s):		Task(s):	
	Task(s):	¬	Task(s):
TM:		TM:	
Due Date:		Due Date:	
	TM:		TM:
	Due Date:		Due Date:
Task(s):		Task(s):	
	Task(s):	¬	Task(s):
TM:		TM:	13014(0)
Due Date:		Due Date:	
	TM:		TM:
	Due Date:		Due Date:
Task(s):		Task(s):	
	Task(s):	¬	Task(s):
TM:	(-)-	TM:	(-)-
Due Date:		Due Date:	
	TM:	10.2	TM:
Legend: TM = Team Member	Due Date:		Due Date:

<u>Directions</u>: Fill in all appropriate cells and draw arrows to next point person. Draw "X" through unused boxes, if team has fewer than five members - or - if box isn't required for a day.

Tasks to Consider: Disseminate Assignments, Conduct Initial Research, Write Rough Draft, Write Introduction, Write Assigned Section, Write Conclusion, Merge Individual Documents, Submit to CWE WritePoint, Finalize Citations, Complete Reference List, Submit to CWE Plagiarism Checker, Finalize Changes, Send out for Final Team Proofing, Prepare PPT, Submit to Faculty, etc.

University of Phoenix

DAY_5	DAY_6	DAY_7
Date:	Date:	Date:
Task(s):		
i don(o):		
	Task(s):	
TM:		
Due Date:		
	TM:	
	Due Date:	
Task(s):		
	Task(s):	
TM:		
Due Date:		
	TM:	
	Due Date:	
Task(s):		Task(s):
	—	
	Task(s):	
TM:		TM:
Due Date:		Due Date:
	TM:	
T1(-)	Due Date:	
Task(s):		
	Tools(a)	
TM:	Task(s):	
Due Date:		
Due Date:	TM:	
	Due Date:	
Task(s):	Due Date.	
1 431(3).		
	Task(s):	
TM:	1031(3).	
Due Date:		
Due Daie.		

TM: Due Date: