

PROJECT ORGANIZER

PROJECT NAME :

PROJECT MANAGER :

OBJECTIVES :

TIMELINE :

START DATE _____

END DATE _____

KEY MILESTONE :

TASKS & DEADLINE :

ASSIGNED TO	TASK DESCRIPTION	DEADLINE
FACILITATOR (LEADER): _____		
RECORDER (SECRETARY): _____		
TIMEKEEPER: _____		
RESEARCHER: _____		
PRESENTER (SPOKESPERSON): _____		
CHECKER (QUALITY CONTROLER): _____		

RESOURCE :

NOTE :