[](https://www.smartsheet.com/try-it?trp=11344&utm_source=integrated+content&utm_campaign=/content/ms-word-project-timeline-template&utm_medium=Project+Schedule+doc+11344&lpa=Project+Schedule+doc+11344&lx=PFpZZjisDNTS-Ddigi3MyABAgeTPLDIL8TQRu558b7w)**PROJECT SCHEDULE TEMPLATE**

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| PROJECT NAME |  | | | PROJECT MANAGER |  |
| PROJECT DELIVERABLE |  | | | | |
| SCOPE STATEMENT |  | | | | |
| START DATE | 00/00/0000 | END DATE | 00/00/0000 | OVERALL PROGRESS | 0% |

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| --- | --- | --- | --- | --- | --- | --- |
| **TASK NAME** | **ASSIGNED TO** | **START  DATE** | **END  DATE** | **DURATION**  in days | **STATUS** | **COMMENTS** |
| Set Kickoff Meeting | Alex B. | 09/02 | 09/03 | 2 | Complete |  |
| Agree on Objectives | Frank C. | 09/03 | 09/07 | 5 | Complete |  |
| Detailed Requirements | Jacob S. | 09/07 | 09/12 | 6 | Complete |  |
| Hardware Requirements | Jacob S. | 09/09 | 09/11 | 3 | Overdue |  |
| Final Resource Plan | Jacob S. | 09/11 | 09/15 | 5 | In Progress |  |
| Staffing | Alex B. | 09/16 | 09/17 | 2 | In Progress |  |
| Technical Requirements | Frank C. | 09/17 | 09/21 | 5 | Not Started |  |
| DB Development | Shari W. | 09/22 | 09/24 | 3 | Not Started |  |
| API Development | Shari W. | 09/23 | 09/27 | 5 | Not Started |  |
| UI Client | Alex B. | 09/25 | 09/29 | 5 | Not Started |  |
| Testing | Kennedy K. | 09/24 | 10/02 | 9 | Not Started |  |
| Development Complete | Jacob S. | 10/02 | 10/05 | 4 | Not Started |  |
| Hardware Configuration | Alex B. | 10/05 | 10/07 | 3 | Not Started |  |
| System Testing | Kennedy K. | 10/06 | 10/09 | 4 | Not Started |  |

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| PROJECT NAME |  | | | PROJECT MANAGER |  |
| PROJECT DELIVERABLE |  | | | | |
| SCOPE STATEMENT |  | | | | |
| START DATE | 00/00/0000 | END DATE | 00/00/0000 | OVERALL PROGRESS | 0% |

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| **TASK NAME** | **ASSIGNED TO** | **START  DATE** | **END  DATE** | **DURATION**  in days | **STATUS** | **COMMENTS** |
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