[](https://www.smartsheet.com/try-it?trp=11462&utm_source=integrated+content&utm_campaign=/content/project-checklist-templates&utm_medium=Project+Checklist+doc+11462&lpa=Project+Checklist+doc+11462&lx=PFpZZjisDNTS-Ddigi3MyABAgeTPLDIL8TQRu558b7w)**PROJECT CHECKLIST TEMPLATE**

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| PROJECT NAME | PROJECT MANAGER |
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| **TASK COMPLETE?** | **PRIORITY** | **STATUS** | **TASK / DELIVERABLE** | **ASSIGNED TO** | **DATE DUE** | **NOTES** |
|  |  |  | PHASE 1 |  |  |  |
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|  |  |  | PHASE 2 |  |  |  |
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| **TASK COMPLETE?** | **PRIORITY** | **STATUS** | **TASK / DELIVERABLE** | **ASSIGNED TO** | **DATE DUE** | **NOTES** |
|  |  |  | PHASE 3 |  |  |  |
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|  |  |  | PHASE 4 |  |  |  |
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| **TASK COMPLETE?** | **PRIORITY** | **STATUS** | **TASK / DELIVERABLE** | **ASSIGNED TO** | **DATE DUE** | **NOTES** |
|  |  |  | PHASE 5 |  |  |  |
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|  |  |  | PHASE 6 |  |  |  |
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