**MICROSOFT WORD PROJECT**

**SCHEDULE TEMPLATE**

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| PROJECT NAME |  | PROJECT MANAGER |  |
| PROJECT DELIVERABLE |  |
| SCOPE STATEMENT |  |
| START DATE |  | END DATE |  | OVERALL PROGRESS |  |

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