

Project Checklist Template

Project: [Project Name]

Project / Task	Status	Priority	PICK	Due Date	Owner	Notes
Task Name 1	Planning	high	Easy / Low Value	8/19/16	Jack	Some notes about Task 1
Task Name 2	Approved	normal	Easy / High Value	8/15/16	Jill	Some notes about task 2 that are long enough to span two different lines
Task Name 3	Pending Review	low	Hard / Low Value	8/17/16		

Status	Priority	PICK
-	-	-
Planning	high	Easy / Low Value
Pending Approval	normal	Easy / High Value
Approved	low	Hard / High Value
In Progress		Hard / Low Value
Pending Review		
On Hold		
Completed		

Edit these l
shows up v
lists in the `

lists to change what
within the drop-down
To Do List table.