**Project Checklist Template**

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Name:** |  | **Date:** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **#** | **Task Name** | **Priority** | **Deadline** | **Status** | **Finished** |
| **1** |  | No Priority |  | On Hold | Not yet |
| **2** |  | No Priority |  | On Hold | Not yet |
| **3** |  | No Priority |  | On Hold | Not yet |
| **4** |  | No Priority |  | On Hold | Not yet |
| **5** |  | No Priority |  | On Hold | Not yet |
| **6** |  | No Priority |  | On Hold | Not yet |
| **7** |  | No Priority |  | On Hold | Not yet |
| **8** |  | No Priority |  | On Hold | Not yet |
| **9** |  | No Priority |  | On Hold | Not yet |
| **10** |  | No Priority |  | On Hold | Not yet |
| **11** |  | No Priority |  | On Hold | Not yet |
| **12** |  | No Priority |  | On Hold | Not yet |
| **13** |  | No Priority |  | On Hold | Not yet |
| **14** |  | No Priority |  | On Hold | Not yet |

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