PROJECT CHECKLIST TEMPLATE for Google Sheets

PROJECT NAME	PROJECT MANAGER

TASK COMPLETE?	PRIORITY	STATUS	TASK / DELIVERABLE	ASSIGNED TO	DATE DUE	NOTES
			PHASE 1		00/00/00	Running ahead of schedule
No	Low	Overdue	Task 1		00/00/00	
No	Medium	Not Started	Task 2		00/00/00	
Yes	~~High~~	~~Complete~~	~~Task 3~~		~~00/00/00~~	
No	Medium	Needs Review	Task 4		00/00/00	Awaiting mgr. approval
No	High	Approved	Task 5		00/00/00	
No	Low	On Hold	Task 6		00/00/00	
			PHASE 2			
Yes	~~Medium~~	~~Complete~~	~~Task 1~~			
No	Low	In Progress	Task 2			
			Task 3			
			Task 4			
			Task 5			
			Task 6			
			PHASE 3			
			Task 1			
			Task 2			
			Task 3			
			PHASE 4			
			Task 1			
			Task 2			