

Project to do list

Project Manager -----

Date -----

Project 1	Priority	Done %	Check
Planning	High	90%	
Preparation	High	70%	
Task 1	High	50%	
Task 2	Low		
Task 3	Low		
Paper Work	High	30%	
Hand -off	Low		
Follow -up			

Project 2	Priority	Done %	Check
Planning			
Preparation			
Task 1			
Task 2			
Task 3			
Paper Work			
Hand -off			
Follow -up			

Project 3	Priority	Done %	Check
Planning			
Preparation			
Task 1			
Task 2			
Task 3			
Paper Work			
Hand -off			
Follow -up			

Project 4	Priority	Done %	Check
Planning			
Preparation			
Task 1			
Task 2			
Task 3			
Paper Work			
Hand -off			