**Project Goal:**

| **Task #1** | **Target Completion Date**  | **Who is responsible?** | **Who is involved?** | **Done?** |
| --- | --- | --- | --- | --- |
| **I. Step A** |  |  |  |  |
| **II. Step B** |  |  |  |  |
| **III. Step C** |  |  |  |  |
|  |  |  |  |  |
| **Task #2** |  |  |  |  |
| **I. Step A** |  |  |  |  |
| **II. Step B** |  |  |  |  |
| **III. Step C** |  |  |  |  |
|  |  |  |  |  |
|  **Task #3** |  |  |  |  |
| **I. Step A** |  |  |  |  |
| **II. Step B** |  |  |  |  |
| **III. Step C** |  |  |  |  |
|  |  |  |  |  |

