WORK-SCHEDULE FORM

Name of Project:

Principal Reader:

Other Readers:

Group Members:

Type of Document Required:

| MilestonesDeliver Document Proofread Document  Send Document to Print Shop  Complete Revision  Review Draft Elements  Assemble Draft  Establish Tasks | **Responsible Member** | Status | Date |  |
| --- | --- | --- | --- | --- |
| Progress Reports Progress Report 3  Progress Report 2  Progress Report 1 | **Responsible Member** | Status | Date |  |
| MeetingsMeeting 3 Meeting 2  Meeting 1 | **Agenda** | **Location** | **Date** | **Time** |

**Notes**