WORK-SCHEDULE FORM

Name of Project:

Principal Reader:

Other Readers:

Group Members:

Type of Document Required:

| MilestonesDeliver DocumentProofread DocumentSend Document to Print ShopComplete RevisionReview Draft ElementsAssemble DraftEstablish Tasks | **Responsible Member** | Status | Date |  |
| --- | --- | --- | --- | --- |
| Progress ReportsProgress Report 3Progress Report 2Progress Report 1 | **Responsible Member** | Status | Date |  |
| MeetingsMeeting 3Meeting 2Meeting 1 | **Agenda** | **Location** | **Date** | **Time** |

**Notes**