

WORK-SCHEDULE FORM

Name of Project:

Principal Reader:

Other Readers:

Group Members:

Type of Document Required:

Milestones Deliver 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
Meetings Meeting 3 Meeting 2 Meeting 1	Agenda	Location	Date

Notes