

Task Template

Project / Category: _____

Task Title: _____

Assigned To: _____

Date Created: _____

Due Date: _____

Priority: ☐ High ☐ Medium ☐ Low

Status: ☐ Not Started ☐ In Progress ☐ Completed ☐ On Hold

Task Description

Provide a clear overview of the task, including goals, expected outcomes, and relevant background.

Subtasks / Action Steps

Step	Description	Responsible	Deadline	Status
1				<input type="checkbox"/>
2				<input type="checkbox"/>
3				<input type="checkbox"/>

Resources / Notes

Include links, files, references, or additional context.

Progress Updates

Date	Update Summary	Next Steps	Updated By

Completion Review

Completed On: _____

Reviewed By: _____

Feedback / Lessons Learned:
