

Project Title

Project Schedule

Start Week **Jan 5, 2014**

Week	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	Notes	
Starting	Jan 5	Jan 12	Jan 19	Jan 26	Feb 2	Feb 9	Feb 16	Feb 23	Mar 2	Mar 9	Mar 16	Mar 23	Mar 30	Apr 6	Apr 13	Apr 20	Apr 27	May 4	May 11	May 18		
Phase One	Quality Assurance Plan																					
		Project Plan																				
			Plan Review																			
Phase Two			Draft Requirements																			
			Capacity Planning																			
				Project Test Plan																		
				Acceptance Test Plan																		
				Final Requirements Specifications																		
				Phase Review and Approval																		
							Milestone: additional funds	Draft Design Specifications														
Phase Three								Configuration Management Plan														
								Architectue Design Plan														
								Define Interface Requirements														
								Shared Component Design														
								Integration Test Plan														
								Define Project Guidelines														
								Final Design Specifications														
									Phase Review and Approval													

PROJECT END

HELP

<http://www.vertex42.com/ExcelTemplates/project-schedule-template.html>

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About This Template

This project schedule can be used to create a basic timeline for your project. It gives you a lot of flexibility, but formatting is completely manual.

Try the Vertex42 Gantt Chart Template if you want to something more automated for creating and managing your project schedule.

▶ [Gantt Chart Template](#)

How to use this Template

- 1) Enter your project start date in cell E3. This will automatically update the dates in rows 6 and 7.
- 2) Add tasks: Choose what phase (row) and week (column) the task will start and enter the task title into that cell. Then fill in the background color of the cells to indicate how long the task will take to complete.

If you would like to show the completion status of a task, you can fill the background with a darker or different color (see the Sample worksheet for an example).

- 3) Add a milestone: If you'd like to show a milestone, you can create a vertical "line" in the schedule by changing the cell borders and the background fill (see the Sample worksheet).

Note: In the sample worksheet, the Project End milestone was created by merging cells, turning on Wrap Text, and pressing Alt+Enter after each letter to force each letter onto a new line.

Additional Help

The link at the top of this worksheet will take you to the web page on vertex42.com that talks about this template.

Related Templates

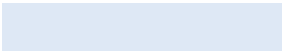
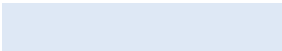
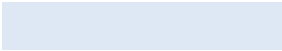
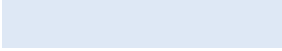
▶ [Gantt Chart Template](#)

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Project Schedule Template

By Vertex42.com

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