

Personal Information

Name: _____

Position: _____ Gender: Male Female Other

Date: _____ Email: _____

Instructions

1. **Task Name:** List the name of each task.
2. **Start Date:** Enter the start date for each task.
3. **End date:** Enter the end date for each task.
4. **Duration:** Calculate the duration of each task in days.
5. **Responsible Person:** Assign a person responsible for each task.
6. **Status:** Update the status of each task (eg. *Not Started, In Progress, Completed*).

Task 1: _____

Task 2: _____

Task 3: _____

Task 4: _____

Task 5: _____

Task	Start Date	End Date	Duration	Responsible Person	Status
1					
2					
3					
4					
5					