

Project Task Log Form

Project Name: _____

Project Manager: _____ Date: _____

#	Task Description	Assigned To	Start Date	Due Date	Status	Comments
1	Describe the task...	Assignee name	MM/DD/YYYY	MM/DD/YYYY	Not Star ▾	Add comments/status updates...
2	Describe the task...	Assignee name	MM/DD/YYYY	MM/DD/YYYY	Not Star ▾	Add comments/status updates...
3	Describe the task...	Assignee name	MM/DD/YYYY	MM/DD/YYYY	Not Star ▾	Add comments/status updates...

Print This Form

Instructions & Comments:

- Use this form to track progress and changes for each project task.
- Fill in detailed descriptions and assign tasks for transparency.
- Update the status and add specific comments or blockers as needed.
- This log can be printed and shared during regular team meetings.