

Project Task Log Form Sample

The **project task log form** sample for academic research is designed to efficiently track and document project activities. It helps researchers maintain organized records of tasks, deadlines, and progress, ensuring systematic project management. This form enhances accuracy and accountability throughout the research process.

Research Project Information

Project Title	
Principal Investigator(s)	
Project Start Date	
Expected End Date	

Task Log

#	Task Description	Assigned To	Start Date	Due Date	Status	Progress Notes
1						
2						

General Comments / Observations

Instructions: Fill in the project details at the top. For each task, record the description, personnel responsible, start and due dates, current status (e.g., Not Started, In Progress, Completed), and any relevant notes regarding progress or issues encountered.