Project Task Log Form

This **project task log form** sample includes a priority column to help organize tasks effectively. It enables clear tracking of task statuses and deadlines while highlighting urgent items. Using this form improves project management and team collaboration.

Task ID	Description	Assigned To	Start Date	Due Date	Status	Priority	Comments
001	Complete project proposal draft	Alice	2024-06-10	2024-06-13	In Progress	High	Requires review before submission
002	Research competitor products	Bob	2024-06-11	2024-06-15	Not Started	Medium	Awaiting resource allocation
003	Set up project repository	Clara	2024-06-12	2024-06-14	Completed	Low	All team members have access