

Simple Project Task Log Form

This **simple project task log form** sample PDF helps efficiently track and manage project activities. It provides a clear layout to record task details, progress, and deadlines. Ideal for ensuring organized project documentation and smooth workflow.

Task Log Form Preview

Task ID	Task Description	Assigned To	Start Date	Due Date	Status	Progress Notes
001	Define project scope	Jane Doe	2024-06-01	2024-06-03	Completed	Scope finalized and approved
002	Develop timeline	John Smith	2024-06-03	2024-06-05	In Progress	Draft under review
003	Assign tasks	Lisa Ray	2024-06-05	2024-06-06	Pending	Awaiting timeline approval

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