# Project Task Log Form

This **project task log form** sample is designed to efficiently track tasks and deadlines in one place, ensuring timely project completion. It helps project managers monitor progress and identify any delays quickly. With a built-in deadline tracker, teams can stay organized and meet all milestones effectively.

| Task ID | Task Name | Owner | Status | Start Date | Deadline | Completion Date | Deadline Status | Notes |
|---|---|---|---|---|---|---|---|---|
| 1 | Project Kickoff | A. Johnson | Completed | 2024-06-01 | 2024-06-03 | 2024-06-02 | On Time | Kickoff successful |
| 2 | Requirements Gathering | B. Lee | In Progress | 2024-06-04 | 2024-06-10 | | On Track | Waiting on feedback |
| 3 | Design Approval | C. Smith | Pending | 2024-06-11 | 2024-06-15 | | Upcoming | |
| 4 | Prototype Testing | D. Brown | Delayed | 2024-06-07 | 2024-06-12 | | Overdue | Issues with test environment |