

# Project Task Log Form Sample

The **project task log form** sample for construction management helps systematically track and document work progress, resources, and timelines. It ensures clear communication and accountability among team members, enhancing overall project efficiency. Utilizing this form supports better decision-making and timely completion of construction tasks.

Date	Task Name	Description	Assigned To	Start Time	End Time	Resources Used	Status	Remarks
2024-07-01	Site Preparation	Clearing debris and leveling site	John Doe	08:00	12:00	Bulldozer, Labor (4)	Completed	No issues
2024-07-01	Foundation Layout	Marking boundaries for foundation	Alice Smith	12:30	16:00	Measuring Tape, Chalk	In Progress	Rain delay, resume tomorrow

*Project Name:* \_\_\_\_\_

*Project Manager:* \_\_\_\_\_

*Date:* \_\_\_\_\_

**Instructions:** Use this form daily to record updates on each task. Ensure accuracy in resource tracking and status reporting for effective project management and communication.