

IT Project Log Form Sample Sheet

This **IT project log form sample sheet** is designed to efficiently track project progress, tasks, and milestones. It provides a structured format for documenting crucial project details, ensuring clear communication among team members. Utilizing this form enhances project management and accountability throughout the IT project lifecycle.

Project Information

Project Name	[Enter Project Name]	Project Manager	[Enter Project Manager Name]
Start Date	[YYYY-MM-DD]	End Date	[YYYY-MM-DD]
Status	[Not Started / In Progress / Completed / On Hold]		

Project Task Log

Date	Task Description	Assigned To	Status	Comments
[YYYY-MM-DD]	[Describe the task]	[Team Member]	[Not Started / In Progress / Completed]	[Notes or Details]
[YYYY-MM-DD]	[Describe the task]	[Team Member]	[Not Started / In Progress / Completed]	[Notes or Details]

Milestone Tracking

Milestone	Target Date	Actual Date	Status	Responsible
[Milestone Name]	[YYYY-MM-DD]	[YYYY-MM-DD]	[Pending / Achieved / Delayed]	[Name]
[Milestone Name]	[YYYY-MM-DD]	[YYYY-MM-DD]	[Pending / Achieved / Delayed]	[Name]

Issues & Risks

Date Reported	Issue / Risk	Impact	Owner	Status	Resolution/Action
[YYYY-MM-DD]	[Describe the issue or risk]	[Low/Medium/High]	[Owner Name]	[Open/Closed/In Progress]	[Actions taken]