**PROJECT TASK LIST WITH GANTT CHART TEMPLATE for Microsoft Word**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| PROJECT NAME | PROJECT MANAGER | START DATE | END DATE |  | OVERALL PROGRESS |
| Name | Name | MM/DD/YY | MM/DD/YY |  | 0% |
| PROJECT DELIVERABLE |
|  |
| SCOPE STATEMENT |
|  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| TASKS | RESPONSIBLE | START | END | DAYS | STATUS |
| Task | Name | MM/DD | MM/DD | 0 | **Complete** |
| Task | Name | MM/DD | MM/DD | 0 | **Complete** |
| Task | Name | MM/DD | MM/DD | 0 | **Complete** |
|  |  |  |  |  | **Overdue** |
|  |  |  |  |  | **In Progress** |
|  |  |  |  |  | **In Progress** |
|  |  |  |  |  | **Not Started** |
|  |  |  |  |  | **Not Started** |
|  |  |  |  |  | **Not Started** |
|  |  |  |  |  | **Not Started** |
|  |  |  |  |  | **Not Started** |
|  |  |  |  |  | **Not Started** |
| **Final Task** |   | MM/DD | MM/DD | 0 |   |

*NOTE: To build out the chart portion below, please complete the chart data in the Excel Project Task List with Gantt Chart Template. A screenshot of the chart area can be captured and pasted into the Word version.*



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