

Project Task Planner

Engineering design projects are composed of multiple steps, so it makes sense to help groups plan. This plan should be flexible, but it does serve as a reminder for making efficient use of time every day. Alternatively, groups can create a timeline or a kanban board.

Project Title:		Company Name:		
Team Members				
Task (What needs to be done?)	Due Date	Assigned To (Initials)	Date Done	Done By (Initials)