

Category	Task/Requirement	Responsible Party	Due Date	Status	Comments/Notes
Project Initiation	Define project scope and objectives	Project Manager			
Project Planning	Develop a detailed project plan	Project Planner			
Project Execution	Allocate resources and assign tasks	Resource Manager			
Project Monitoring & Control	Track project progress against milestones	Project Controller			
Project Closure	Conduct post-project evaluation	Project Manager			