

PROJECT MANAGEMENT MICROSOFT WORD TABLE EXAMPLE

Item	Action	Responsible	Completion Date	Comments	Status
Admin	Determine primary topics and number of chapters	Smart Suzie	2/9/04		Complete
Admin	Develop schedule for writing and review of each chapter	Smart Suzie	2/9/04		Complete
Cover	Finalize title and sub-title	Smart Suzie	3/13/04	Getting Organized Learning to Focus, Organize and Prioritize	Complete
Admin	Assign ISBN number	Smart Suzie	3/15/04	0-9758680-9-8	Complete
Cover	Develop front cover design	Venue/John	4/27/04		Complete
Admin	Request permissions for using quotes	Jen	5/7/04	Request sent to Warner (Tipping Point) 6/14 Request sent to Doubleday (80/20) 6/18	Complete
Admin	Obtain LCCN number	Jen	5/21/04	Pending ISBN. Requested 6/17.	Complete
Writing	Write and review chapters	Jen	6/1/04		Complete
Admin	Obtain CIP data block	Jen	6/4/04	Pending LCCN. Filed 6/28.	Complete
Writing	Send to editor	Jen	6/7/04		Complete
Layout	Discuss impact of changing size to 5 x 7 with Tamara	Robin	6/8/04		Complete
Layout	Discuss font choices with Tamara	Robin	6/8/04		Complete
Cover	Write back cover copy	Jen	6/11/04		Complete
Writing	Receive revisions from editor	Jen	6/16/04		Complete
Printing	Obtain print quotes	Jen	6/18/04	Requested 6/17	Complete
Writing	Finalize copy changes	Jen	6/21/04		Complete
Cover	Develop back cover design	Jen	6/25/04		Complete
Admin	Obtain bar code	Jen	6/25/04		Complete
Marketing	Develop marketing plan	Jen	7/2/04		Complete
Layout	Interior layout complete	Jen	7/2/04		Complete
Printing	Select print and cover stock	Jen	7/2/04		Complete
Printing	Send interior files to printer	Jen	7/9/04	Sent 7/21	Complete
Printing	Send cover files to printer	Jen	7/9/04	Sent 7/20	Complete