**Task List**

**Task List Template**

**Deadline:** [DD/MM/YYYY]

To be Completed By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Task** | **Status** | **Level of Efforts (Hours)** | **% Complete** | **Estimated**  **Start Date** | **Estimated End Date** | **Actual Start Date** | **Actual End Date** |
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**Comments**

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**Instructions**

Use the ***status column*** according to the words shared below that suit almost all stages of a project:

***Complete:*** All work is and task is delivered

***In Work:*** Currently working on this task

***Hold:*** On hold pending external resource

***Pending:*** Ready for work

***Transferred:*** work transferred to another team member – ID of person to whom the task is transferred

***Canceled:*** Work no longer needed

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