Sub-Project Description			Due Date	Priority
Action Step	Est. Time to Complete (Hours/Minute)	Actual Time to Complete (Hours/Minute)	Projected Completion Date	Actual Completion Date
Delegated To: (include contact info)	Description:		Follow Up On:	Due Date:
Key Information (Contacts, E	 Emails, Accoun	t Numbers, etce	tera)	

© 2008 Brook Noel - <u>www.maketodaymatter.net</u> Authorized for personal, individual use of registered member or purchaser