Project Management Template

Project: New office fit-out (example). Status: Not started · In progress · Done · On hold.

#	Task / milestone	Owner	Start date	Due date	Status	% complete	Priority	Notes
1	Kick-off meeting with client	Project manager	03-11-2026	03-11-2026	Done	100%	High	Scope agreed
2	Site survey and measurements	Site engineer	04-11-2026	06-11-2026	Done	100%	High	
3	Design and layout approval	Designer	07-11-2026	14-11-2026	In progress	60%	High	Awaiting client sign-off
4	Order materials	Purchase	15-11-2026	20-11-2026	Not started	0%	Medium	
5	Civil and electrical work	Contractor	21-11-2026	10-12-2026	Not started	0%	High	
6	Furniture installation	Vendor	11-12-2026	18-12-2026	Not started	0%	Medium	
7	Final inspection and handover	Project manager	19-12-2026	22-12-2026	Not started	0%	High	Final milestone invoice