Project Task Log

Use the table on page 2 to track your work, prioritize, and keep track of responsibilities.

* Use the descriptions on the slides of the PowerPoint template to determine what tasks you need to complete for this project. Add any items from your list started on Friday. If you are working in a group, add items identified by your group members.
* Place an X in the box that describes the state of each task. As your work progresses, update the tracker – for example, you will initially have an X in the ‘Need to do’ column, but after you complete the task you should change it to show that it is completed.
* If you have a task that is marked ‘Need help’, be sure to seek the help you need soon, instead of the day before the project is due. You may get help from me or other students.
* The ‘Whose job?’ column only applies to groups. Record the group member responsible for each task to make sure that each group member understands their responsibility to the group. Make the decisions about who is responsible for each task together, and make sure that each group member’s task log shows the same person responsible for a task.

Complete the Project Task Log and post it to the Padlet in your column by tomorrow, May 5. (Groups only need to post the finalized copy showing the ideas of all group members.) You should update the Project Task Log on Wednesday, May 6 and again on Friday, May 8.

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| List of Tasks | Completed | Started | Need to do | Need help | Whose job? |
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