

Activity	Frequency	Duration	Location	Notes	Responsible	Start Date	End Date	Status	Comments	Progress	Impact	Cost	Benefit	Risk	Priority	Owner	Stakeholder	Feedback	Review	Approval	Signature	Date
1. Project Initiation	Once	1 day	Office	Define project goals, scope, and objectives.	Project Manager	2023-01-01	2023-01-01	Completed	Project Initiation completed successfully.	100%	High	Low	Medium	Low	High	Project Manager	Stakeholders	Positive	Review	Approved	[Signature]	2023-01-01
2. Project Planning	Once	2 days	Office	Develop project plan, schedule, and budget.	Project Manager	2023-01-02	2023-01-03	In Progress	Project Planning in progress.	50%	High	Low	Medium	Low	High	Project Manager	Stakeholders	Positive	Review	Approved	[Signature]	2023-01-03
3. Project Execution	Once	3 days	Office	Execute project plan, manage resources, and track progress.	Project Manager	2023-01-04	2023-01-06	In Progress	Project Execution in progress.	30%	High	Low	Medium	Low	High	Project Manager	Stakeholders	Positive	Review	Approved	[Signature]	2023-01-06
4. Project Monitoring & Control	Once	1 day	Office	Monitor project progress, manage risks, and communicate.	Project Manager	2023-01-07	2023-01-07	In Progress	Project Monitoring & Control in progress.	10%	High	Low	Medium	Low	High	Project Manager	Stakeholders	Positive	Review	Approved	[Signature]	2023-01-07
5. Project Closure	Once	1 day	Office	Close project, evaluate performance, and document lessons learned.	Project Manager	2023-01-08	2023-01-08	Not Started	Project Closure not started.	0%	High	Low	Medium	Low	High	Project Manager	Stakeholders	Positive	Review	Approved	[Signature]	2023-01-08

[illegible]