

# Project Task List (For Steps 3 & 4)

**Instructions:** Make a [copy of this document](#) (by clicking on that link) so that you may edit your copy. List all of the tasks for your project (enter as many rows as needed). Assign the person(s) responsible for the tasks. Indicate when this step should be completed. Check when completed. Add updates.

Tasks	Person Responsible	Finish Date	Completed	Comments

