

Project Management Sheet

Name of Participant: SAMPLE

Name	Name of Activity: Research Study on Cilents								
	List and Lead Generation	Perform Market Study	Organizing the Market Data	Analyzing the Market Data	Preparing the Report	Preparing Presentation Slides	Presenting Research Findings	Taking Meeting Minutes	
John (Team Leader)				√	√		√		
Alan					√				
Alex		√		√			√		
Rachel		√		√				√	
Jan		√	√						
Kelvin		√	√						
Brian	√				√				
Tricia	√					√			
Eileen	√					√			
Valerie	√			√					
Dexter			√			√			

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