

GROUP PROJECT MILESTONE & TASK DELEGATION

COLLABORATIVE WORKFLOW SHEET

PROJECT / ASSIGNMENT TITLE: _____ **COURSE & PROFESSOR:** _____
Target Final Submission Date: ____ / ____ / 2026 Shared Drive / Repository URL: _____

TEAM ROSTER & SPECIALIZED ROLES:

MEMBER #1

Name: _____
Role: _____
Email/Ph: _____

MEMBER #2

Name: _____
Role: _____
Email/Ph: _____

MEMBER #3

Name: _____
Role: _____
Email/Ph: _____

MEMBER #4

Name: _____
Role: _____
Email/Ph: _____

KEY PHASE DELIVERABLES & DEADLINES:

Phase 1: Research & Outline

Due: ____ / ____

Scope, bibliography, initial outline.

Phase 2: Drafts & Prototype

Due: ____ / ____

Execute sections, code/slides, peer review.

Phase 3: Final Polish & Rehearse

Due: ____ / ____

Merge sections, formatting, practice timing.

ACTIONABLE TASK DESCRIPTION	ASSIGNED MEMBER	START DATE	TARGET DUE	EST. HOURS	STATUS
[] 1.		__ / __	__ / __	__ hrs	[] Done
[] 2.		__ / __	__ / __	__ hrs	[] Done
[] 3.		__ / __	__ / __	__ hrs	[] Done
[] 4.		__ / __	__ / __	__ hrs	[] Done
[] 5.		__ / __	__ / __	__ hrs	[] Done
[] 6.		__ / __	__ / __	__ hrs	[] Done
[] 7.		__ / __	__ / __	__ hrs	[] Done
[] 8.		__ / __	__ / __	__ hrs	[] Done
[] 9.		__ / __	__ / __	__ hrs	[] Done
[] 10.		__ / __	__ / __	__ hrs	[] Done
[] 11.		__ / __	__ / __	__ hrs	[] Done
[] 12.		__ / __	__ / __	__ hrs	[] Done
[] 13.		__ / __	__ / __	__ hrs	[] Done
[] 14.		__ / __	__ / __	__ hrs	[] Done