

**NEW YORK STATE DEPARTMENT OF HEALTH  
PROJECT MANAGEMENT OFFICE**

**PROJECT SCHEDULE**

<i>Purpose:</i>	<i>Depict a representation of work that will be accomplished during a project. This information can be entered into a project scheduling tool like MS Project, or in MS Excel or in this MS Word template. High level activities should be those required to complete the deliverables described in the Project Scope Statement. Activities should be added as the project progresses through the planning phase.</i>
	<i>A "baseline" of the schedule can be created by saving a baseline version of the project schedule. If left unedited, this baseline version can be used for comparisons to the actual schedule at future points in the project.</i>
<i>Target Audience:</i>	<i>Project Sponsor, Project Director, Project Manager, Project Team, and appropriate stakeholders (e.g., customers).</i>

<b>PROJECT IDENTIFICATION</b>	
<b>Project Name:</b>	
<b>Project Sponsor:</b>	
<b>Project Director:</b>	
<b>Project Manager:</b>	
<b>Date:</b>	

<b>DOCUMENT HISTORY</b>		
<b>Revision</b> <i>(Briefly describe the revision.)</i>	<b>Author</b>	<b>Revision Date</b>

<b>PROJECT SCHEDULE INFORMATION</b>						
<b>Task ID #</b>	<b>Tasks</b> <i>Briefly describe the high level activity.</i>	<b>Target Date</b> <i>List estimated completion dates.</i>		<b>Resources</b> <i>List names of resources needed to complete this activity.</i>	<b>Estimated Hours</b>	<b>Status/Additional Information</b> <i>Provide the status of the task; percent complete, complete, on hold. Optionally, provide information regarding the status.</i>
		<b>Start Date</b>	<b>End Date</b>			

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