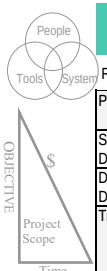

PROJECT

REF# _____

PRIORITY:	OBJECTIVES:
START DATE:	
DUE DATE:	
TEAM:	
PLACE:	
BUDGET:	

BACKGROUND
CURRENT STATUS:

MATERIALS/COSTS

IDEAS:

TO DO:

PROJECT PLANNING, SCHEDULING, AND DELEGATING

	#	Tasks	Who	Wk1	Wk2	Wk3	Wk4	Wk5	Wk6
SHORT TERM									
MID TERM									
LONGTERM									

DATE	EXECUTION NOTE	RESULT / FOLLOW THRU

• MEASURE • ANALYZE • IMPROVE • CONTROL • CONTROL • RESULT •

• 人 • 事 • 時 • 地 • 物 • 財 • OBJECTIVE • PLAN • ORGANIZE • EXECUTE • CONTROL • RESULT • AWARD •

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