**[A blue and white sign

Description automatically generated](https://www.smartsheet.com/try-it?trp=10660&utm_source=template-word&utm_medium=content&utm_campaign=4+Week+Project+Timeline+Template-word-10660&lpa=4+Week+Project+Timeline+Template+word+10660)4 WEEK PROJECT TIMELINE TEMPLATE**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| WEEK BEGINNING |  |  |  |  |  | Week 1 | | | | | | Week 2 | | | | | | Week 3 | | | | | | Week 4 | | | | |
| Monday, January 13, 2025 | |  |  |  |  | January | | | | | | January | | | | | | January | | | | | | February | | | | |
|  |  |  |  |  |  | M | T | W | R | F | M | | T | W | R | F | M | | T | W | R | F | M | | T | W | R | F |
| **TASK NAME** | **ASSIGNED TO** | **START DATE** | **END  DATE** | **DURATION**  in days | **STATUS** | 13 | 14 | 15 | 16 | 17 | 18 | | 19 | 20 | 21 | 22 | 23 | | 24 | 25 | 26 | 27 | 28 | | 29 | 30 | 31 | 01 |
| Task 1 - enter your own text here |  | 01/13 | 01/14 | 2 | Complete |  |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |
| Subtask 1.1 |  | 01/14 | 01/14 | 1 | Complete |  |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |
| Task 2 - enter your own text here |  | 01/15 | 01/17 | 3 | In Progress |  |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |
| Subtask 2.1 |  | 01/16 | 01/17 | 2 | On Hold |  |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |
| Task 3 |  | 01/15 | 01/22 | 8 | Not Started |  |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |
| Task 4 |  | 01/19 | 01/21 | 3 | Not Started |  |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |
| Task 5 |  | 01/22 | 01/25 | 4 | Not Started |  |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |
| Task 6 |  | 01/24 | 01/31 | 8 | Not Started |  |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |
| Task 7 |  | 01/25 | 01/28 | 4 | Not Started |  |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |
| Task 8 |  | 01/28 | 01/28 | 1 | Not Started |  |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |
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