**4-WEEK PROJECT CALENDAR TEMPLATE EXAMPLE**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| WEEK BEGINNING |   |   |   |   |   | Week 1 | Week 2 | Week 3 | Week 4 |
|  Monday, May 7, 2035 |   |   |   |   | May | May | May | May  |
|  |  |   |   |   |   | M | T | W | R | F | M | T | W | R | F | M | T | W | R | F | M | T | W | R | F |
| **TASK NAME** | **ASSIGNED TO** | **STARTDATE** | **END DATE** | **DURATION** in days | **STATUS** | 07 | 08 | 09 | 10 | 11 | 14 | 15 | 16 | 17 | 18 | 21 | 22 | 23 | 24 | 25 | 28 | 29 | 30 | 31 | 01 |
| Task 1 - enter your own text here |  | 05/07/35 | 05/08/35 | 2 | Complete |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Subtask 1.1 |   | 05/08/35 | 05/08/35 | 1 | Complete |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Task 2 - enter your own text here |  | 05/09/35 | 05/11/35 | 3 | Overdue |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Subtask 2.1 |   | 05/10/35 | 05/11/35 | 2 | On Hold |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Task 3 |  | 05/09/35 | 05/16/35 | 8 | In Progress |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Task 4 |   | 05/13/35 | 05/15/35 | 3 | In Progress |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Task 5 |  | 05/16/35 | 05/19/35 | 4 | Not Started |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Task 6 |   | 05/18/35 | 05/25/35 | 8 | Not Started |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Task 7 |   | 05/19/35 | 05/22/35 | 4 | Not Started |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Task 8 |  | 05/22/35 | 05/22/35 | 1 | Not Started |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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**4-WEEK PROJECT CALENDAR TEMPLATE**

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| WEEK BEGINNING |   |   |   |   |   | Week 1 | Week 2 | Week 3 | Week 4 |
|  |   |   |   |   | Month | Month | Month | Month |
|  |  |   |   |   |   | M | T | W | R | F | M | T | W | R | F | M | T | W | R | F | M | T | W | R | F |
| **TASK NAME** | **ASSIGNED TO** | **STARTDATE** | **END DATE** | **DURATION** in days | **STATUS** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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