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GANTT CHART

12 weeks

PROJECT	PROJECT MANAGER	WEEK 1 STARTS	TARGET FINISH	STATUS AS OF

							Week starting											
No.	Task / phase	Owner	Start	End	Work days	% done	W1	W2	W3	W4	W5	W6	W7	W8	W9	W10	W11	W12

Shade each week a task runs, or type x in the box. Milestones get a diamond. Work days count Monday to Friday. Update % done at each status check.