Master Schedule Template

Project:

Process owner:

Value-stream owner:

Project champion:

Project date:

Objective:

Project Review Dates: 1) _____ Status ☐ **2)** _____ Status ☐ **Final)** _____ Status ☐

Goals	Target	Responsible	Timeline										Support	Review

Reviews

Timeline Legend

Timeline ▬▬▬▬▬▬

Review ◇   Fill in when performed ◆

Planned start/end ☐   Actual start/end ■

Signatures

	Review 1	Review 2	Final Review
Project Lead			
Project Owner			
Project Sponsor			
Function Executive			

Evaluation Scale—for Management to the Plan

◎ Implementation complete
Impact confirmed

◬ Implementation complete
Impact unknown

○ Implementation complete
Impact insufficient

△ Implementation incomplete
No impact