



⑥

Code	Events	Date

Instructions

- ① Title project graphic.
- ② Label major phases above the line. Write time frames below the line.
- ③ Identify project staff, teams, partners and vendors.
- ④ Identify tasks. Draw lines on the grid and label to reflect the sustained work of each person or team.
- ⑤ Use letters or numbers to label events such as meetings and deadlines.
- ⑥ Add events to the key.

