

Project: \_\_\_\_\_

**PROJECT TASK WORKSHEET** Page \_\_\_\_\_ Date \_\_\_\_\_



Output Number:	Task Number:	Details	Dependency	Rand	Period	Start Date	End Date
1	1	Project Admin and Management <i>- Every month, complete Balanced Scorecard for Project, Call and Hold Meetings, Make phone calls and submit invoices and requisitions for payment by IWRM</i>	Person elected as secretary for the project	400	Monthly	7/2008	
1	2	Project Admin and Management <i>- Every month pay the telephone bill, buy stamps and paper, pens, books etc, send faxes and other office requirements</i>	Project activities must start	500	Monthly	7/2008	
1	3	Project Audit <i>- External auditor will be appointed by DWAF and partners to perform a project audit</i>	Contract period will be $\frac{3}{4}$ completed and/or project budget will be $\frac{3}{4}$ spent	5000	Once during project cycle	To be determined	
2	1						
2	2						
2	3						



