

Year	Month	Day	Event	Location	Category	Sub-category	Project	Phase	Start Date	End Date	Status	Priority	Responsible	Assigned To	Progress (%)	Notes	Comments	Attachments	Links	Tags
2024	1	1	Project Kick-off	San Francisco	Project Management	Project Kick-off	Project Kick-off	Phase 1	2024-01-01	2024-01-01	Completed	High	John Doe	Jane Smith	100%	Initial meeting with stakeholders to define project scope and objectives.	Meeting minutes attached.	Project Charter	Project Kick-off	
2024	1	2	Requirement Gathering	San Francisco	Project Management	Requirement Gathering	Requirement Gathering	Phase 1	2024-01-02	2024-01-02	In Progress	High	John Doe	Jane Smith	75%	Conducting interviews with key stakeholders to gather requirements.	Interview transcripts available.	Requirements Document	Requirement Gathering	
2024	1	3	Task Assignment	San Francisco	Project Management	Task Assignment	Task Assignment	Phase 1	2024-01-03	2024-01-03	Completed	Medium	John Doe	Jane Smith	100%	Assigning tasks to team members based on their strengths.	Task assignment sheet attached.	Task List	Task Assignment	
2024	1	4	Progress Review	San Francisco	Project Management	Progress Review	Progress Review	Phase 1	2024-01-04	2024-01-04	In Progress	Medium	John Doe	Jane Smith	50%	Reviewing progress against the project schedule.	Progress report attached.	Project Schedule	Progress Review	
2024	1	5	Client Meeting	San Francisco	Project Management	Client Meeting	Client Meeting	Phase 1	2024-01-05	2024-01-05	Completed	High	John Doe	Jane Smith	100%	Meeting with client to discuss project progress and address concerns.	Meeting minutes attached.	Client Meeting Notes	Client Meeting	
2024	1	6	Resource Allocation	San Francisco	Project Management	Resource Allocation	Resource Allocation	Phase 1	2024-01-06	2024-01-06	In Progress	Medium	John Doe	Jane Smith	60%	Reviewing resource allocation to ensure optimal team performance.	Resource allocation plan attached.	Resource Allocation Plan	Resource Allocation	
2024	1	7	Risk Assessment	San Francisco	Project Management	Risk Assessment	Risk Assessment	Phase 1	2024-01-07	2024-01-07	Completed	High	John Doe	Jane Smith	100%	Identifying potential risks and developing mitigation strategies.	Risk assessment report attached.	Risk Assessment Report	Risk Assessment	
2024	1	8	Team Building	San Francisco	Project Management	Team Building	Team Building	Phase 1	2024-01-08	2024-01-08	In Progress	Medium	John Doe	Jane Smith	40%	Organizing team building activities to foster collaboration.	Team building agenda attached.	Team Building Agenda	Team Building	
2024	1	9	Communication Plan	San Francisco	Project Management	Communication Plan	Communication Plan	Phase 1	2024-01-09	2024-01-09	Completed	Medium	John Doe	Jane Smith	100%	Developing a communication plan to ensure clear and consistent messaging.	Communication plan attached.	Communication Plan	Communication Plan	
2024	1	10	Project Status Report	San Francisco	Project Management	Project Status Report	Project Status Report	Phase 1	2024-01-10	2024-01-10	In Progress	Medium	John Doe	Jane Smith	80%	Preparing a project status report for stakeholders.	Project status report attached.	Project Status Report	Project Status Report	
2024	1	11	Stakeholder Engagement	San Francisco	Project Management	Stakeholder Engagement	Stakeholder Engagement	Phase 1	2024-01-11	2024-01-11	Completed	High	John Doe	Jane Smith	100%	Engaging stakeholders through regular communication and collaboration.	Stakeholder engagement plan attached.	Stakeholder Engagement Plan	Stakeholder Engagement	
2024	1	12	Project Review	San Francisco	Project Management	Project Review	Project Review	Phase 1	2024-01-12	2024-01-12	In Progress	Medium	John Doe	Jane Smith	60%	Conducting a project review to assess performance and identify lessons learned.	Project review agenda attached.	Project Review Agenda	Project Review	
2024	1	13	Final Reporting	San Francisco	Project Management	Final Reporting	Final Reporting	Phase 1	2024-01-13	2024-01-13	Completed	High	John Doe	Jane Smith	100%	Preparing final project reports and documentation.	Final project reports attached.	Final Project Reports	Final Reporting	
2024	1	14	Project Closure	San Francisco	Project Management	Project Closure	Project Closure	Phase 1	2024-01-14	2024-01-14	Completed	High	John Doe	Jane Smith	100%	Formalizing project closure and releasing resources.	Project closure checklist attached.	Project Closure Checklist	Project Closure	
2024	1	15	Post-project Evaluation	San Francisco	Project Management	Post-project Evaluation	Post-project Evaluation	Phase 1	2024-01-15	2024-01-15	In Progress	Medium	John Doe	Jane Smith	30%	Evaluating the project's overall success and identifying areas for improvement.	Post-project evaluation form attached.	Post-project Evaluation Form	Post-project Evaluation	
2024	1	16	Project Archiving	San Francisco	Project Management	Project Archiving	Project Archiving	Phase 1	2024-01-16	2024-01-16	Completed	Medium	John Doe	Jane Smith	100%	Archiving project files and documentation for future reference.	Project archiving checklist attached.	Project Archiving Checklist	Project Archiving	
2024	1	17	Project Retrospective	San Francisco	Project Management	Project Retrospective	Project Retrospective	Phase 1	2024-01-17	2024-01-17	In Progress	Medium	John Doe	Jane Smith	50%	Conducting a project retrospective to share insights and learnings.	Project retrospective agenda attached.	Project Retrospective Agenda	Project Retrospective	
2024	1	18	Project Handover	San Francisco	Project Management	Project Handover	Project Handover	Phase 1	2024-01-18	2024-01-18	Completed	High	John Doe	Jane Smith	100%	Handing over project responsibilities to the relevant team or department.	Project handover checklist attached.	Project Handover Checklist	Project Handover	
2024	1	19	Project Documentation	San Francisco	Project Management	Project Documentation	Project Documentation	Phase 1	2024-01-19	2024-01-19	In Progress	Medium	John Doe	Jane Smith	70%	Finalizing project documentation and ensuring all records are up-to-date.	Project documentation checklist attached.	Project Documentation Checklist	Project Documentation	
2024	1	20	Project Summary	San Francisco	Project Management	Project Summary	Project Summary	Phase 1	2024-01-20	2024-01-20	Completed	High	John Doe	Jane Smith	100%	Preparing a final project summary for stakeholders.	Project summary report attached.	Project Summary Report	Project Summary	
2024	1	21	Project Evaluation	San Francisco	Project Management	Project Evaluation	Project Evaluation	Phase 1	2024-01-21	2024-01-21	In Progress	Medium	John Doe	Jane Smith	60%	Evaluating the project's impact and overall performance.	Project evaluation form attached.	Project Evaluation Form	Project Evaluation	
2024	1	22	Project Reporting	San Francisco	Project Management	Project Reporting	Project Reporting	Phase 1	2024-01-22	2024-01-22	Completed	High	John Doe	Jane Smith	100%	Preparing final project reports and documentation.	Final project reports attached.	Final Project Reports	Project Reporting	
2024	1	23	Project Closure	San Francisco	Project Management	Project Closure	Project Closure	Phase 1	2024-01-23	2024-01-23	Completed	High	John Doe	Jane Smith	100%	Formalizing project closure and releasing resources.	Project closure checklist attached.	Project Closure Checklist	Project Closure	
2024	1	24	Post-project Evaluation	San Francisco	Project Management	Post-project Evaluation	Post-project Evaluation	Phase 1	2024-01-24	2024-01-24	In Progress	Medium	John Doe	Jane Smith	30%	Evaluating the project's overall success and identifying areas for improvement.	Post-project evaluation form attached.	Post-project Evaluation Form	Post-project Evaluation	
2024	1	25	Project Archiving	San Francisco	Project Management	Project Archiving	Project Archiving	Phase 1	2024-01-25	2024-01-25	Completed	Medium	John Doe	Jane Smith	100%	Archiving project files and documentation for future reference.	Project archiving checklist attached.	Project Archiving Checklist	Project Archiving	
2024	1	26	Project Retrospective	San Francisco	Project Management	Project Retrospective	Project Retrospective	Phase 1	2024-01-26	2024-01-26	In Progress	Medium	John Doe	Jane Smith	50%	Conducting a project retrospective to share insights and learnings.	Project retrospective agenda attached.	Project Retrospective Agenda	Project Retrospective	
2024	1	27	Project Handover	San Francisco	Project Management	Project Handover	Project Handover	Phase 1	2024-01-27	2024-01-27	Completed	High	John Doe	Jane Smith	100%	Handing over project responsibilities to the relevant team or department.	Project handover checklist attached.	Project Handover Checklist	Project Handover	
2024	1	28	Project Documentation	San Francisco	Project Management	Project Documentation	Project Documentation	Phase 1	2024-01-28	2024-01-28	In Progress	Medium	John Doe	Jane Smith	70%	Finalizing project documentation and ensuring all records are up-to-date.	Project documentation checklist attached.	Project Documentation Checklist	Project Documentation	
2024	1	29	Project Summary	San Francisco	Project Management	Project Summary	Project Summary	Phase 1	2024-01-29	2024-01-29	Completed	High	John Doe	Jane Smith	100%	Preparing a final project summary for stakeholders.	Project summary report attached.	Project Summary Report	Project Summary	
2024	1	30	Project Evaluation	San Francisco	Project Management	Project Evaluation	Project Evaluation	Phase 1	2024-01-30	2024-01-30	In Progress	Medium	John Doe	Jane Smith	60%	Evaluating the project's impact and overall performance.	Project evaluation form attached.	Project Evaluation Form	Project Evaluation	