

Basic Workback Schedule Template

Project name: [Insert project title]Final deadline: [Insert date]Project deliverable: [Describe the outcome of the project]

Milestone: Final deliverable preparation

Deadline: [Date]

Tasks:

- [Task 1: Description and assigned team member]
- [Task 2: Description and assigned team member]

Dependencies:

- [Dependency 1]
- [Dependency 2]

Milestone: [Insert milestone title]

Deadline: [Date]

Tasks:

- [Task 1: Description and assigned team member]
- [Task 2: Description and assigned team member]

Dependencies:

- [Dependency 1]
- [Dependency 2]

Milestone: Project kickoff

Deadline: [Date]

Tasks:

- [Task 1: Description and assigned team member]
- [Task 2: Description and assigned team member]

Dependencies:

- [Dependency 1]
- [Dependency 2]

Notes:

Holidays/Non-work days:

- [Date 1]
- [Date 2]

Team review: [Summary of feedback from team review of the schedule] **Adjustments:** [Any adjustments to the schedule post-review]