

Aenon Bible College: Principles of Leadership & Management

VPOLE Step 4: Leading

Assignment Chart

Team:

Project Manager:

Assigned Tasks:

<u>Description</u>	<u>Assigned To:</u>	<u>Date To Be Completed By</u>	<u>Start Date</u>	<u>Date Completed</u>	<u>Schedule</u>		<u>Comments: Adjustments, Changes to Budget, etc.</u>
					<u>Planned</u>	<u>Actual</u>	

Additional Notes/Description on Progress Made: