

PROJECT NOTES TEMPLATE

Keep today's state at the top. Keep dated decisions and updates below it.

Field	Details
Project name	
Owner	
Team	
Status	Not started / On track / At risk / Blocked / Complete
Start date	
Target milestone	
Last updated	
Source of truth	Plan, ticket board, brief, or folder

Current snapshot

Outcome: What must be true when this project is done?

Current status: What is happening now?

What changed: What changed since the previous update, and why?

Next milestone: What is the next visible checkpoint and date?

Needs attention: What requires a decision, help, or escalation?

Decisions

Date	Decision	Why	Owner	Status	Source
				Current / Superseded	

Tasks and follow-ups

Task	Owner	Due	Status	Source
			Not started / In progress / Blocked / Done	

Blockers and risks

Type	Description	Owner	Response	Status
Blocker / Risk				Open / Watching / Resolved

Open questions

Question	Owner	Needed by	Answer or next step

Dated notes and updates

YYYY-MM-DD

Update:

Evidence or source:

Decision made:

Follow-up:

Completed and superseded archive

Move finished tasks and replaced decisions here. Keep their dates, owners, and sources.

Closed date	Item	Final state	Replaced by or outcome	Source
		Completed / Superseded / Cancelled		

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If you modify it, add: Changes were made.

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