Project Template Form

The purpose of this form is to gather the steps, dependencies, durations, and information needed to accomplish the template's objective.

- **Project Template Name:** One Studio
- **Project Template Objective:** Capture a step-by-step process for design and production creative assets (case studies, fact sheets, ads, etc.)

- **Project Plan**
  - **Phase #1**: Enter the name of the phase
    - **Task #1**: Enter the name of the task | Enter task duration in # of days
      - **Task Owner**: Enter who is responsible for task completion
      - **Task Description**: Briefly describe what this task accomplishes
      - **Task Dependencies**: Enter dependencies for this task, e.g., "Task #1 & #2"
    - **Task #2**: Enter the name of the task | Enter task duration in # of days
      - **Task Owner**: Enter who is responsible for task completion
      - **Task Description**: Briefly describe what this task accomplishes
      - **Task Dependencies**: Enter dependencies for this task, e.g., "Task #1 & #2"
    - **Task #3**: Enter the name of the task | Enter task duration in # of days

- **Task Owner**: Enter who is responsible for task completion
- **Task Description**: Briefly describe what this task accomplishes
- **Task Dependencies**: Enter dependencies for this task, e.g., "Task #1 & #2"
  - **Task #4**: Enter the name of the task | Enter task duration in # of days
    - **Task Owner**: Enter who is responsible for task completion
    - **Task Description**: Briefly describe what this task accomplishes
    - **Task Dependencies**: Enter dependencies for this task, e.g., "Task #1 & #2"
- **Phase #2**: Enter the name of the phase
  - **Task #1**: Enter the name of the task | Enter task duration in # of days
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Notes: Enter any other relevant notes about this project template