| **Project Name:** | |  | | | | | | | **Date:** | | |  | | |  | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | |  | | | | | | |  | | |  | | |  | |
| **Countermeasure / Practical Method:** | | |  | | | | | | **Owner:** | | |  | | |  | |
|  | | |  | | | | | |  | | |  | | |  | |
| **#** | **Task (WHAT)** | | | **Accountable (WHO)** | **Task Schedule (WHEN)** | | | | | | | | | **Comments / Cost** | |
|  |  |  |  | |  |  | |  |
| 1 |  | | |  |  |  |  |  | |  |  | |  |  | |
| 2 |  | | |  |  |  |  |  | |  |  | |  |  | |
| 3 |  | | |  |  |  |  |  | |  |  | |  |  | |
| 4 |  | | |  |  |  |  |  | |  |  | |  |  | |
| 5 |  | | |  |  |  |  |  | |  |  | |  |  | |
| 6 |  | | |  |  |  |  |  | |  |  | |  |  | |
| 7 |  | | |  |  |  |  |  | |  |  | |  |  | |
| 8 |  | | |  |  |  |  |  | |  |  | |  |  | |
| 9 |  | | |  |  |  |  |  | |  |  | |  |  | |
| 10 |  | | |  |  |  |  |  | |  |  | |  |  | |
| 🞏 = Plan ◼ = Actual | | | | | | | | | | | | | | | |