## **Workshop Project Time Allocation Sheet**

| Project Name  Workshop Leader |             |             | Date               |              |       |
|-------------------------------|-------------|-------------|--------------------|--------------|-------|
|                               |             |             | Team Member        | s            |       |
| Task/Activity                 | Description | Assigned To | Estimated<br>Hours | Actual Hours | Notes |
|                               |             |             |                    |              |       |
|                               |             |             |                    |              |       |
|                               |             |             |                    |              |       |