**ATTACHMENT 6: TASK ASSIGNMENT TEMPLATE**

**(add additional initiatives or tasks as needed)**

NPO Name:

NPO Mission Statement:

**Initiative 1:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Task # | Description | Assigned to | Start date | End date | Additional people involved | Resources needed |
| 1. |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |
| 4. |  |  |  |  |  |  |
| 5. |  |  |  |  |  |  |
| 6. |  |  |  |  |  |  |
| 7. |  |  |  |  |  |  |
| 8. |  |  |  |  |  |  |
| 9. |  |  |  |  |  |  |
| 10. |  |  |  |  |  |  |

**Initiative 2:**

**Current status of this initiative:**

**Tasks to be completed:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Task # | Description | Assigned to | Start date | End date | Additional people involved | Resources needed |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |

**Initiative 3:**

**Current status of this initiative:**

**Tasks to be completed:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Task # | Description | Assigned to | Start date | End date | Additional people involved | Resources needed |
| 1. |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |
| 4. |  |  |  |  |  |  |
| 5. |  |  |  |  |  |  |