

Look Inside Preview

SmallBizOrgTools

Project Planning Calendar

- 6 Months (Jan-Jun)
- 6 Months (Jul-Dec)
- 12 Months
- Use Instructions and Terms of Use

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JUNE						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on the right side, suggesting it's resting on a surface.

2014 Project Planning Calendar



Enter the year and then press the "Enter" key.

Select cell B4 to edit the name of the project.

The last six months of the year will be displayed on this project planning calendar.

Enter Year

2014

S	M	T	W	T	F	S
		1				
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

SEPTEMBER						
M	T	W	T	F	S	
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

OCTOBER						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

NOVEMBER						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

DECEMBER						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			



Notes

Look Inside Preview

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2014 Project Planning Calendar

Project Name

JANUARY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

MARCH						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

JULY						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

AUGUST						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

SEPTEMBER						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

OCTOBER						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

NOVEMBER						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

DECEMBER						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Notes

USE INSTRUCTIONS AND TERMS OF USE



For Creating and Managing Project Plans

Use Instructions

Open a copy of the template and use File - Save As to rename/save a document for your project.
1: Enter the year and the calendar will be formatted for the 6 or 12 month period in the worksheet.

2: The year before the words "Project Planning Calendar" will be updated to the year entered in # 1.

3: Place your cursor in the cell B4.

4: Edit the words "Project Name" to name the calendar for your project (i.e. ABC Project).

You can delete any worksheets that will not be used for your project and save again.

Suggestion: Use one color of fill to indicate holidays that fall on a weekday and a different color fill for any known non-working days for your business/organization that will occur during the expected duration of your project.

A screenshot of the "2014 Project Planning Calendar" Excel template. The title "2014 Project Planning Calendar" is at the top. Below it is a "Project Name" label with a text box containing "Project Name". To the right is a "Enter Year" label with a text box containing "2014". Below these are three calendar grids for January, February, and March. The January grid shows days 1 through 4. The February grid shows day 1. The March grid shows day 1. Numbered callouts are present: #1 points to the "Enter Year" box, #2 points to the year "2014" in the title, #3 points to cell B4 (the first cell of the January grid), and #4 points to the "Project Name" text box. A watermark "Look Inside Preview" is visible across the image.

Terms of Use

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This **Project Planning Calendar** template is an adaptation of a no cost Excel template downloaded from Microsoft. **Intended use:** This is intended for use as a work aid template for project work schedule planning. This is provided "as is" at no cost to the **End User** (the buyer or recipient of any purchased or no cost part of SmallBizOrgTools project and process management product offerings in the form of a template, method guide, or other downloadable item) for the "Intended use" described herein. Content when edited and used becomes intellectual property and responsibility of the End User. It is the sole responsibility and liability of the End User to seek legal assistance, or assistance from State, Federal, or International governmental resources, to make certain any legal interpretation and decisions regarding the use of the content "as is" or modified in any way by the End User are correct.