(Project Title)

Comments	Status	Date	Priority	Tasks	Description	Deliverable(s)	Deadline	% Done
	-		-	**[Task 1]**	[Details]			
	-		-	[Sub Task]				
	-		-	[Sub Task]				
	-		-	[Sub Task]				
	-		-	**[Task 2]**	[Details]			
	-		-	[Sub Task]				
	-		-	[Sub Task]				
	-		-	[Sub Task]				
	-		-	[Sub Task]				
	-		-	**[Task 3]**	[Details]			
	-		-	[Sub Task]				
	-		-	[Sub Task]				
	-		-	[Sub Task]				
	-		-	[Sub Task]				
	-		-	**[Task 4]**	[Details]			
	-		-	[Sub Task]				
	-		-	[Sub Task]				
	-		-	[Sub Task]				
	-		-	[Sub Task]				
	-		-	**[Task 5]**	[Details]			
	-		-	[Sub Task]				
	-		-	[Sub Task]				
	-		-	[Sub Task]				
	-		-	[Sub Task]				

Campus Recycling Bin Expansion Project

Comments	Status	Date	Priority	Tasks	Description	Deliverable(s)	Deadline	% Done
	Completed		-	**Assemble Team**				
	Completed		done	Contact External Partners (OSU)	Communicate with FOD about exisiting recycling operations		2/15/2019	100%
	Completed		done	Contact Bin Supplier	Obtain pricing figures		2/15/2019	100%
	-		-	**Locate Optimal Bin Location**				
Process will continue after spring break	In Progress		high	Perform exisitng recycling bin survey on Campus	Locate current bin locations within targeted area		3/20/2019	50%
	In Progress		high	Determine optimal location for new bins	locating areas across campus where there are fewer places to properly recycle materials		4/15/2019	10%
	Pending Review		-	Present findings to OSU for approval			4/16/2019	0%
	-		-	**Install New Bins**				
	-		-	Acquire bins from supplier			5/1/2019	0%
	-		-	Enact Phase 1 of Installs			5/10/2019	0%
	-		-	Enact Phase 2 of Installs			5/20/2019	0%
	-		-	Enact Phase 3 of Installs			5/30/2019	0%
	-			Inform OSU/OSEP of Project Completion			6/3/2019	0%

Priorities	Status
-	-
high	Planning
med	Pending Approval
low	Approved
done	In Progress
	Pending Review
	On Hold
	Completed