PROJECT CHECKLIST

PROJECT	OWNER (OPTIONAL)	TARGET DATE
Website release prep	Maya Chen	Oct 09

DONE	TASK / NOTES	OWNER	DUE	STATUS
☑	**Confirm scope and success criteria** Approved in kickoff notes	Maya Chen	Oct 03	Done
☑	**List required assets** Copy, images, and legal text	Leo Park	Oct 04	Done
☐	**Review draft with stakeholders** Waiting on final comments	Maya Chen	Oct 06	In progress
☐	**Run accessibility check** Keyboard and contrast pass	Ari Patel	Oct 07	Not started
☐	**Confirm release owner** Add backup contact	Leo Park	Oct 08	Not started
☐	**Publish and record outcome** Save release link	Maya Chen	Oct 09	Not started
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HOW TO USE

Write one action per row. Tick Done only when the action is complete.

For a new run, print a fresh blank copy; this PDF has no digital form fields.