

**PROCESSES**

1. The first step in the process is to identify the problem or goal. This involves gathering information and defining the scope of the project. Once the goal is clear, the next step is to develop a plan. This includes identifying the resources needed, setting a timeline, and determining the roles and responsibilities of the team members. The plan should be flexible enough to allow for changes as the project progresses. After the plan is in place, the team can begin to execute the tasks. This involves working together to complete the tasks and monitor progress. Regular communication and reporting are essential to ensure that the team is on track and to address any issues that arise. Finally, the project should be evaluated to determine if the goal was achieved and to identify lessons learned for future projects.

Task	Start Date	End Date	Status
Task 1	2023-01-01	2023-01-15	Completed
Task 2	2023-01-15	2023-02-01	In Progress
Task 3	2023-02-01	2023-02-15	Not Started
Task 4	2023-02-15	2023-03-01	Not Started
Task 5	2023-03-01	2023-03-15	Not Started

**LINGSTON**

