

1. The first step in the process of...
 2. The second step is...
 3. The third step is...

4. The fourth step is...
 5. The fifth step is...
 6. The sixth step is...

Date	Time	Activity						Remarks
		1	2	3	4	5	6	
1/1/2020	8:00 AM	1.0	1.0	1.0	1.0	1.0	1.0	1.0
1/2/2020	8:00 AM	1.0	1.0	1.0	1.0	1.0	1.0	1.0
1/3/2020	8:00 AM	1.0	1.0	1.0	1.0	1.0	1.0	1.0
1/4/2020	8:00 AM	1.0	1.0	1.0	1.0	1.0	1.0	1.0
1/5/2020	8:00 AM	1.0	1.0	1.0	1.0	1.0	1.0	1.0
1/6/2020	8:00 AM	1.0	1.0	1.0	1.0	1.0	1.0	1.0

Prepared by: 
 Date: 1/1/2020
 Checked by: 
 Date: 1/1/2020