

# PROJECT PLANNING WORKSHEET

GOAL: \_\_\_\_\_

\_\_\_\_\_ By when: \_\_\_\_\_

PROJECT: \_\_\_\_\_

\_\_\_\_\_ By when: \_\_\_\_\_

What resources will you require?

Cost

Time

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What obstacles are you likely to encounter?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What action steps are needed?

Start

End

Done

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

7. \_\_\_\_\_

8. \_\_\_\_\_

9. \_\_\_\_\_

10. \_\_\_\_\_

11. \_\_\_\_\_

12. \_\_\_\_\_