



# PROJECT ORGANIZER

— PLAN SMART. WORK FOCUSED. DELIVER SUCCESS. —

Good planning today leads to great results tomorrow. ☆

## 1 PROJECT OVERVIEW

Project Title: \_\_\_\_\_  
 Course / Code: \_\_\_\_\_  
 Professor: \_\_\_\_\_  
 Team / Group (if any): \_\_\_\_\_  
 Start Date: \_\_\_\_\_  
 Due Date: \_\_\_\_\_  
 Project Description / Purpose: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



## PROJECT GOAL

What do I want to achieve with this project?

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



Success looks like:

\_\_\_\_\_

## 7 DELIVERABLES

What are the main outputs?

- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_



## TEAM & ROLES

| Name | Role / Responsibility |
|------|-----------------------|
|      |                       |
|      |                       |
|      |                       |
|      |                       |
|      |                       |
|      |                       |
|      |                       |



## TASK PLAN & SCHEDULE

|    | TASK / ACTIVITY | DESCRIPTION | ASSIGNED TO | PRIORITY (H / M / L) | START DATE | DUE DATE | STATUS                                                                                                  | % COMPLETE | NOTES |
|----|-----------------|-------------|-------------|----------------------|------------|----------|---------------------------------------------------------------------------------------------------------|------------|-------|
| 1  |                 |             |             |                      |            |          | <input type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Done | ___ %      |       |
| 2  |                 |             |             |                      |            |          | <input type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Done | ___ %      |       |
| 3  |                 |             |             |                      |            |          | <input type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Done | ___ %      |       |
| 4  |                 |             |             |                      |            |          | <input type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Done | ___ %      |       |
| 5  |                 |             |             |                      |            |          | <input type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Done | ___ %      |       |
| 6  |                 |             |             |                      |            |          | <input type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Done | ___ %      |       |
| 7  |                 |             |             |                      |            |          | <input type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Done | ___ %      |       |
| 8  |                 |             |             |                      |            |          | <input type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Done | ___ %      |       |
| 9  |                 |             |             |                      |            |          | <input type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Done | ___ %      |       |
| 10 |                 |             |             |                      |            |          | <input type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Done | ___ %      |       |



## MILESTONES

| MILESTONE | DUE DATE | NOTES |
|-----------|----------|-------|
|           |          |       |
|           |          |       |
|           |          |       |
|           |          |       |
|           |          |       |
|           |          |       |
|           |          |       |



## PROJECT TIMELINE

| WEEK / DATE | WEEK / DATE | WEEK / DATE | WEEK / DATE | WEEK / DATE |
|-------------|-------------|-------------|-------------|-------------|
| For us:     | Focus:      | Focus:      | Focus:      | Focus:      |
| Key Tasks:  | Key Tasks:  | Key Tasks:  | Key Tasks:  | Key Tasks:  |
| •           | •           | •           | •           | •           |
| •           | •           | •           | •           | •           |
| •           | •           | •           | •           | •           |



## RESOURCES

Resources I may need:

- Books / Articles \_\_\_\_\_
- Journals / Papers \_\_\_\_\_
- Websites / Online Sources \_\_\_\_\_
- Software / Tools \_\_\_\_\_
- Equipment / Materials \_\_\_\_\_
- Other \_\_\_\_\_



## BUDGET (if applicable)

| ITEM  | ESTIMATED COST | ACTUAL COST |
|-------|----------------|-------------|
|       |                |             |
|       |                |             |
|       |                |             |
|       |                |             |
|       |                |             |
|       |                |             |
|       |                |             |
| TOTAL |                |             |



## RISK & CHALLENGES

Potential Challenges:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

How I will address them:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_



## NOTES & IDEAS

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



## PROGRESS TRACKER

Rate overall progress:



What went well?

What can be improved?

\_\_\_\_\_  
 \_\_\_\_\_



## 13 FINAL CHECKLIST

- ☐ All tasks completed
- ☐ Deliverables meet requirements
- ☐ Citations & references complete
- ☐ Proofread & reviewed
- ☐ Submitted on time



Great work!  
You've got this!

## REMEMBER



Plan ahead & stay organized



Stay focused on your goals



Manage your time wisely



Ask for help when needed



Review & learn from progress



Take care of yourself!