



PROJECT PLANNER

PROJECT NAME:

DATE:



1 PROJECT OVERVIEW

Project Goal: _____

Description: _____

Start Date: _____

Target End Date: _____



2 PROJECT PHASES

1 Planning _____

2 Research _____

3 Execution _____

4 Monitoring _____

5 Closing _____



PRIORITIES

☐ High Priority _____

☐ Medium Priority _____

☐ Low Priority _____



4 RESOURCES

• People: _____

• Budget: _____

• Tools/Software: _____

• Other: _____



5 TASK PLAN

TASK	DESCRIPTION	ASSIGNED TO	START DATE	DUE DATE	STATUS	PRIORITY
					Not Started	●
					In Progress	●
					Completed	●
					On Hold	●
					Not Started	●
					In Progress	●
					Completed	●



6 TIMELINE



7 RISK & ISSUES

RISK / ISSUE	IMPACT	LIKELIHOOD	MITIGATION PLAN	OWNER	STATUS



8 NOTES
