



PROJECT ORGANISER

PROJECT TITLE: _____
START DATE: _____
DEADLINE: _____

1 PROJECT OVERVIEW

Project Description:

Project Goal: _____

Objectives:

- _____
- _____
- _____

2 KEY DETAILS

Subject / Category: _____

Class / Grade: _____

Teacher / Guide: _____

Team Members:

- _____
- _____
- _____
- _____

Resources Needed:

3 TIMELINE OVERVIEW

PHASE	START DATE	END DATE
Planning		
Research		
Design / Preparation		
Execution		
Review / Analysis		
Final Touch		
Presentation / Submission		

4 TASK PLANNER

TASK / ACTIVITY	DESCRIPTION	ASSIGNED TO	START DATE	DUE DATE	PRIORITY (H / M / L)	STATUS	NOTES
1.					☐ H ☐ M ☐ L	Not Started	
2.					☐ H ☐ M ☐ L	In Progress	
3.					☐ H ☐ M ☐ L	In Progress	
4.					☐ H ☐ M ☐ L	Completed	
5.					☐ H ☐ M ☐ L	On Hold	
6.					☐ H ☐ M ☐ L	Not Started	
7.					☐ H ☐ M ☐ L	In Progress	
8.					☐ H ☐ M ☐ L	Completed	
9.					☐ H ☐ M ☐ L	On Hold	
10.					☐ H ☐ M ☐ L	Not Started	

RESOURCES

- Books / References: _____
- Websites: _____
- Materials / Tools: _____
- Other: _____

PROGRESS TRACKER

Overall Progress:



Milestones

MILESTONE	TARGET DATE	STATUS
1.		☐ Pending ☐ Done
2.		☐ Pending ☐ Done
3.		☐ Pending ☐ Done
4.		☐ Pending ☐ Done
5.		☐ Pending ☐ Done

BUDGET / EXPENSES

ITEM	ESTIMATED COST	ACTUAL COST
TOTAL	\$	\$

RISK & SOLUTIONS

POTENTIAL RISK / CHALLENGE	IMPACT (High / Medium / Low)	SOLUTION / MITIGATION PLAN

NOTES

10 REFLECTION (After Project Completion)

What went well?

What challenges did you face?

What did you learn?

Overall Rating



Comments:

✱ PLAN SMART, WORK STEADY, ACHIEVE GREAT! ✱