



Project Planning Template

Project name: _____

Start date: _____

Project objectives and success criteria:

Milestones:

Deliverables:

Project team members:

Check in meetings are scheduled for: _____

These meetings will be held (circle one): in person on the phone on a video call

We will communicate about this project via (circle all that apply):

Meetings Memos Calls Emails Chat tool Updating project plan Other _____

Task list and timeline (order tasks based on due date from earliest to latest):

Task	Owner	Due Date	Notes	Status

Biggest risks and how to reduce them:

What is the risk?	How can we reduce the chance of that happening?	What is our action plan if it does happen?

The project close out will include:

The output of the project close out will include:

Key learnings from our retrospective and ways we can use those for this or other projects in the future:
