

Project Planning Template

Project name:
Start date:
Project objectives and success criteria:
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Milestones:
Deliverables:
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Project team members:
Charle in maratings are askedulad for
Check in meetings are scheduled for: These meetings will be held (sirele one): in person, on the phone, on a video cell.
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

Budget:

		Budget Allocated:	
Required Item	Purpose	Total Cost for Item	Approved
Total Budget			

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 inclu	ude:	
The output of the project clos	e out will include:	
Key learnings from our retros projects in the future:	pective and ways we can use	those for this or other