

PROJECT PLANNER

DATE: ____ / ____ / ____

PLAN • ORGANIZE • EXECUTE • ACHIEVE

PROJECT NAME : _____	PROJECT DESCRIPTION
PROJECT MANAGER : _____	
START DATE : _____	
DUE DATE : _____	

PROJECT GOALS	
1	_____
2	_____
3	_____
4	_____
5	_____

SUCCESS CRITERIA	
☐	_____
☐	_____
☐	_____
☐	_____
☐	_____

KEY STAKEHOLDERS	
STAKEHOLDER	ROLE / RESPONSIBILITY
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

PROJECT PRIORITIES	
PRIORITY	TASK / OBJECTIVE
1	_____
2	_____
3	_____
4	_____
5	_____

PROJECT TASKS					
TASK	DESCRIPTION	ASSIGNED TO	DUE DATE	PRIORITY	STATUS
☐	_____	_____	_____	HIGH	☐
☐	_____	_____	_____	MEDIUM	☐
☐	_____	_____	_____	LOW	☐
☐	_____	_____	_____	HIGH	☐
☐	_____	_____	_____	MEDIUM	☐
☐	_____	_____	_____	LOW	☐

RESOURCES & BUDGET	
RESOURCE / ITEM	ESTIMATED COST
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
TOTAL ESTIMATED COST	\$ _____

PROJECT TIMELINE		
PHASE / MILESTONE	START DATE	END DATE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

POTENTIAL RISKS	
RISK	MITIGATION PLAN
_____	_____
_____	_____
_____	_____
_____	_____

NOTES	

