Project Planning Template

Project Title:

Project Team

Sponsor:	Leader:	Facilitator:
S/H:	S/H:	S/H:
S/H:	S/H:	S/H:
S/H:	S/H:	S/H:

Project Planning Tools Checklist

	Force Field Analysis - Ref:		Critical Success Factors - Ref:		Flowchart - Ref
	Work Breakdown Structure – Ref:		Resource/Responsibility Matrices - Ref:		Network Diagram & CPA - Ref.
	Gantt Chart - Ref:		Resource Loading Barcharts - Ref:		Cost Breakdown - Ref.
	Detailed Budget – Ref:		Risk Management – Ref:		

Project Execution of Critical Tasks

Task ID	Task	Actionee	Deadline	Completion

Project Leader:	Project Sponsor:	Date: