

PROJECT PLANNING



PLANNING

START DATE:

OBJECTIVE(S):

RESOURCES & IDEAS:

DUE DATE:

COMPLETED:

TRACKING

| ITEM/POC. | DEADLINE | COMPLETED |
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BRAINSTORMING

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MAIN GOAL

Section

Section

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EFFECTIVE PROJECT PLANNING TIPS

- *Define your project objective*
- *Give project a start and end date*
- *Create targeted goals that answer*
 - What problem will the project solve?
 - What is the benefit to the organization?
 - What kind of staff and budget do I need?
 - What are the major milestones?

- What are the potential stumbling blocks?
- What risks does this project pose?
- What is my work plan (list of tasks or sub-items to be completed by when)?
- What are the specific metrics for success?
- How will you know the project is done?
- *Establish roles and communication routines with teammates*
- *Know if and when to quit.*

- Is the goal of this project still important to my organization?
- What was the planned ROI for this project? What is the ROI now?
- What is my opportunity cost in working on this?
- Could I better achieve my goals by spending this time on other projects?
- What is the emotional toll of continuing with this project.

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- What is the emotional toll of continuing with this project.