

Project Planner

One page per project - goal, milestones, every task dated.

Project: _____ **Deadline:** _____

WHAT DONE LOOKS LIKE

MILESTONES - IN ORDER

☐ _____
☐ _____
☐ _____
☐ _____
☐ _____

RESOURCES & PEOPLE

- | |
|---|
| ☐ Materials & supplies ordered |
| ☐ Tools / software ready |
| ☐ Information & measurements |
| ☐ Help / approvals lined up |
| _____ |

Task	Due	Done
		☐
		☐
		☐
		☐
		☐
		☐
		☐
		☐
		☐
		☐
		☐

NOTES & NEXT ACTION

