**Project Planning Form**

Due date: ______________

Project: _________________________________________________________

Objectives: ________________________________________________________________

Team members: ________________________________________________________________

**Project details**

**Challenges/Constraints**

**Resources/Tools**

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<tr>
<th>Task</th>
<th>By when/By whom</th>
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Check-in date: ________ Progress measured by: ________________________________

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My metrics of success:

*How do I know when it’s complete?*

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________