

# Project Planning

Project planning refers to everything you do to set your project up for success and requires careful consideration of key questions.

## Define.

- What is your idea? Define “it”.
- What is the end goal?
- How will it help the organization?

## Collaborate.

- Who needs to be involved?
- Does leadership support it?
- Does something similar already exist?

## Plan.

- What is the timeline?
- What steps will you take?
- Do you need resources (people, money, etc.)?

# Project Planning Worksheet

**Define.** Start by defining your objectives and desired outcomes.

What is your idea?  
Define “it”.

What is the end  
goal?

How will it help the  
organization?

# Project Planning Worksheet

**Collaborate.** Next, identify your partners and existing resources.

Who needs to be involved?

Does leadership support it?

Does something similar exist?

# Project Planning Worksheet

Plan. All projects need a timeline and resources.

What is the timeline?

What steps will you take?

What resources do you need (people, money, etc.)?