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.)?	