



Project Planning Template

Description: *Provide a general description of the project.*

Motivation: *What is the principal focus of this project and how it ties into the vision (i.e. growth, operations, team building, etc.)*

Objective: *What is the objective of the project? If the project is accomplished, describe the benefits to the company.*

ACTION PLAN– Provide a rough schedule of activity for each step

Describe the specific steps/tasks.	Key People: Who needs to be involved to accomplish step	Resources needed to accomplish step	Timeline to accomplish step
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8. <i>Add lines as needed.</i>			



Project Planning Template

Obstacles and Impediments Likely to Affect Implementation: *What are some of the most significant obstacles to completing the project? How can/will they be overcome? What resources will be needed?*

Obstacle:	Strategy to Address this Obstacle:

Cost/Return: *What is the estimated cost of this project, in phases beginning with design, the 'ramping up' phase, and then for ongoing annual costs? What is the projected return and is that return from increased revenue or other controlled costs?*

Phase:	Budget:	Return (Sales/Cash Flow/Cost Savings):

Outcome/Results: *When will you know you have achieved your objective? How will you evaluate whether or not you have been successful? Are there measurements?*