

# PROJECT PLANNING & PROGRESS WORKSHEET

Name of Project: \_\_\_\_\_ Date Initiated: \_\_\_\_\_

Project Owner(s)/Client(s): \_\_\_\_\_

Project Lead: \_\_\_\_\_

Project Contributors and Roles:

## Context for Project

Why this project at this time?

## The What

A description of the project and what the project owner/client expects

## The Measurement

How will we know that the project was achieved successfully?  
What are the quality, quantity, budget, and timeline measures?  
Who measures? How will the project be delivered?

## The What Not

What is out of scope/the boundaries of this project?

## Process

Is a specific process for completion required or preferred? Are approvals needed during the process? Are there milestones to report to owners/clients?

## Resources

What resources are available and how are they accessed?

## Project Plan

Where is the plan documented? Where will the team view and update the project plan?

## Team Guidelines/Expectations

What do we want to gain as a team through this project process? How will we manage obstacles and barriers?

## Risk Assessment

What are we aware of that could hinder our success? How significant is the risk? What is the likelihood of the risk? Plans to mitigate or reduce or eliminate the impact.

Risk	Significance (H, M, L)	Likelihood (H, M, L)	Plans to Address Risk



## **Project Closure**

**Did the project meet the requirements/measurements in whole or in part? How was the project delivered? What comes next?**

## **Project Team Closure:**

**What did we learn? What would we replicate the next time? What would we do differently? Are there any next steps for the team?**