

# Collaborative Project Planning Worksheet

## Project Name

Enter project name

## Project Overview

Briefly describe the project and its purpose.

## Team Members

List team members and their roles.

## Goals & Objectives

Define the goals and objectives to be achieved.

## Key Stakeholders

List relevant stakeholders.

## Milestones & Responsibilities

Milestone / Task	Owner	Deadline	Status	Notes
Task or milestone	Assigned to	Deadline	Status	Notes

## Resources Needed

List resources required (people, tools, budget, etc.).

### Risks & Challenges

Identify potential risks and challenges.

### Communication Plan

How will updates and information be shared?

### Notes

Additional notes or comments.