

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.