

Collaborative Project Planning Template

Project Overview

Project Name

Project Description

Project Goals / Objectives

Team & Responsibilities

Team Member	Role	Responsibilities	Contact
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Project Timeline

Task	Owner	Start Date	Due Date	Status
<input type="text"/>				
<input type="text"/>				
<input type="text"/>				

Milestones

Milestone	Owner	Deadline	Status
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Notes & Collaboration

Comments / Notes