

Collaborative Project Planning Sheet

Project Name	<input type="text" value="Enter project name"/>
Project Description	<input type="text" value="Brief description"/>
Project Manager	<input type="text" value="Enter project manager name"/>
Start Date	<input type="text"/>
End Date	<input type="text"/>

Team Members & Roles

Member Name	Role	Contact
<input type="text" value="Name"/>	<input type="text" value="Role"/>	<input type="text" value="Email/Phone"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Milestones & Deadlines

Milestone	Deadline	Status
<input type="text" value="Milestone"/>	<input type="text"/>	<input type="text" value="Not started/In progress/C"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Notes

Additional remarks or ideas
