

Basic Project Planning Sheet

Project Overview

Project Name

Enter project name

Project Description

Brief project summary or objective

Start Date

YYYY-MM-DD

End Date

YYYY-MM-DD

Team Members & Roles

Name	Role	Email
<div>Name</div>	<div>Role</div>	<div>Email</div>
<div>Name</div>	<div>Role</div>	<div>Email</div>

Key Tasks / Milestones

Task / Milestone	Owner	Due Date	Status
<div>Task or milestone</div>	<div>Owner</div>	<div>YYYY-MM-DD</div>	<div>Select</div>
<div>Task or milestone</div>	<div>Owner</div>	<div>YYYY-MM-DD</div>	<div>Select</div>

Notes

Additional notes or comments