

# Basic Project Planning Sheet

## Project Overview

Project Name

Project Description

Start Date

End Date

## Team Members & Roles

Name	Role	Email
Name	Role	Email
Name	Role	Email

## Key Tasks / Milestones

Task / Milestone	Owner	Due Date	Status
Task or milestone	Owner	YYYY-MM-DD	Select <input type="button" value="▼"/>
Task or milestone	Owner	YYYY-MM-DD	Select <input type="button" value="▼"/>

## Notes