

# Project Planning Checklist Template for Teams

## 1. Project Initiation

- Define project goals & objectives
- Identify key stakeholders
- Outline project scope
- Establish budget and resources

## 2. Planning

- Break down key tasks and deliverables
- Create project timeline and milestones
- Assign roles & responsibilities
- Identify risks and mitigation plans

## 3. Execution

- Conduct project kickoff meeting
- Track progress against plan
- Update stakeholders regularly
- Manage issues & changes

## 4. Completion & Review

- Deliver final outputs
- Collect team & stakeholder feedback
- Evaluate project outcomes
- Document lessons learned

## Notes

Add any additional notes or comments here...