

# Team-Based Project Planning Framework

## 1. Project Overview

Project Name

Enter project name

Project Summary

Brief description of the project

## 2. Objectives & Deliverables

Project Objectives

State the main objectives

Deliverables

List expected deliverables

## 3. Team Members & Roles

| Name        | Role | Responsibilities |
|-------------|------|------------------|
| Member name | Role | Responsibilities |
|             |      |                  |

## 4. Timeline & Milestones

| Milestone | Description | Due Date | Status        |
|-----------|-------------|----------|---------------|
| Milestone | Description |          | Not started ▾ |
|           |             |          | Not started ▾ |

## 5. Communication Plan

Meeting Schedule

E.g., Weekly, bi-weekly

Communication Tools

E.g., Slack, Email, Zoom

6. Risk Assessment

| Potential Risk | Impact | Mitigation Strategy |
|----------------|--------|---------------------|
| Risk           | Impact | Mitigation          |

7. Notes

Additional information or comments