

# 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