

Multi-Phase Project Planning Sheet

Project Name

Enter project name

Project Manager

Enter manager name

Start Date

End Date

Project Overview

Short description of project objectives & scope

Phase Planning

Phase	Objectives & Deliverables	Start Date	End Date	Key Stakeholders / Resources
e.g. Phase 1: Dis	Objectives & key outputs			Names/roles
e.g. Phase 2: Pla				
e.g. Phase 3: Exe				

Milestones

Milestone	Due Date	Notes
Milestone description		

Risks & Mitigation Strategies

Risk	Mitigation Strategy
Describe potential risk	How to mitigate

Risk	Mitigation Strategy
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Notes

Any additional notes or info