

Team Project Planning Worksheet

Project Name

Date

Project Description

Team Members

Name	Role	Responsibility
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Project Milestones

Milestone	Description	Owner	Due Date	Status
<input type="text"/>				
<input type="text"/>				

Notes & Next Steps