

PROJECT PLANNER

Project: _____

Leader: _____

Team: _____

Start Date: _____ Complete Date: _____

Meeting Strategy/Frequency: _____

Main Motivation: _____

Key Chunks/Areas	Action Steps	Who	When
1.			
2.			
3.			
4.			
5.			

Type: C = Phone Call, E = Email, N = Note, M = Meeting, L = Letter, Z = Zoom, T = Text