




Project Planning

 Use this template to define, scope and plan milestones for your next project

Status : **Not Started**

Roles

	 Roles	 Assignees
1		
2		
3	Background context	

Explain the information that your team needs to know, such as the industry, why this need arises.

Add relevant quote here.

Opportunity statement

Here, explain what the problem is, why it's important and what value it has.

Consider using the Problem Framing template to formulate your team's statement.

Assignments

	☰ Job/feature	☰ When customers	☰ They should	☰ So that
1				
2				
3				

Goals

Establish goals your team will be pursuing. Remember, goals should be outcomes not efforts.

	☰ High priority	☰ Medium priority	☰ Low priority
1			
2			
3			

Milestones

	☰ Work area	👤 Owner	📅 Status	📅 End date	☰ Obstacles
1					
2					
3					

Team temp check

Ask your team to gauge what's working and not working as planning and development continues.

	📄 Feelings	☰ Reflection	👤 Votes
1			+0
2			+0
3			+0

Relevant links

Add relevant links here.

 New tab (microsoft365.com) https://www.microsoft365.com/?auth=2&home=1
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List

