



TRAINING TOOL: HOW WILL WE CREATE IMPACT?

PROJECT PLANNING WORKSHEET

Duration of Project:			
Objective/Strategy:			
People Resources:	Time Commitment	Notes	
Critical Deliverables/Milestones		Status	
Tasks/Activities	People Assignments RACI*	Notes	
1.			
2.			
3.			
4.			
5.			
Team Meetings/Check Points	Date	Purpose	Notes
Budget/Funding Sources:			