

Project Planner

Date: _____

Project: _____ Owner: _____

Start date: _____ Target finish: _____ Status: _____

Objective - what does finished look like?

Deliverables

Deliverable	Owner	Due	Done
			☐
			☐
			☐
			☐

Milestones

No.	Milestone	Target date	Status
1			
2			
3			
4			
5			

Risks and issues

Risk or issue	H / M / L	How we handle it

Budget

Estimated cost: _____

Approved budget: _____

Spent to date: _____

Remaining: _____

Team and contacts

Name	Role	Email / phone