

Project Planning Worksheet

Use this worksheet to map out your project from beginning to end.

people

Team Roles

Who are your team members? What will they be responsible for? Can they perform, or work with others to perform, all the steps in the workflow? Are there team roles that are needed but not yet filled?

Stakeholders

Who will benefit from this project's success? Who will be impacted by this project? Who might help continue or support this project? What might they need or want to know about the project? How / When would you communicate with them?

Audience

Who are they? What do they know? What will they learn? What will your audience do with/to/for the project? How do they overlap with the stakeholders?

project scope

Project Question(s)

What problem is your project trying to solve? What is your project testing or attempting to demonstrate?

Project Goal(s)

What would be accomplished by taking on this project?

Output

What outcomes do you expect from this project, and how will you measure them? How will you know that the project is complete and/or successful? How will you assess and document the results of this project? If there will be a digital output from this project, what are its minimal requirements? If learning is a desired outcome of this project, how will measure this?

project limits

Timeframe + Key Dates

When can this project start? When does this project need to end? What factors may significantly influence this timeframe (e.g., access to data; team member involvement; availability of funds to pay for individuals' time and effort)? Are there any key dates or activities already defined for you (e.g., by the project lead)?

Resources - Content

Text? Image? Audio? Where is it? How is it organized? Will it be created as part of this project? Are there copyright or privacy implications if it is published? Do you or others need to keep using this data after the project is complete?

Resources - Technical

What will you do to your data? What kinds of tools, skills, and technology will these methods require? If there are expectations for audience engagement with this data, how will that engagement be supported?

Resources - Informational

What will you need to know or learn in order to complete this project? Can you acquire this information or training? (If so, where, how, cost?)

Workflow(s)

What are the steps you need to follow to get from start to finish? Are some of these steps dependent on other steps, or can they happen simultaneously? Are there any steps that, if missed or unable to be completed, could derail the project?

Budget

What funding is available for this project? Are funds already encumbered for certain uses? What discretion do you have for when or how those funds are applied?

post-project

Access

Where will project materials / outcomes be located? (e.g., URL; storage system) Who will have access to them? How will they be accessed? (e.g., login information)

Permissions

What limitations are there on re-use of or access to the project materials / outcomes? (e.g., copyright; privacy) How will these limitations be communicated and managed? (e.g., release forms; copyright notice; licenses)

Documentation

What documentation will be needed in order for the project and its outcomes to be understood and used? Where will this documentation be kept? Who will be able to access it?