



### Project Planning Worksheet

Whether you are creating an annual work plan or writing a grant proposal, this tool will help you develop a timeline, identify measurable outcomes and address potential barriers.

Project Task	Action Required	Resource Needed	Target Date	Identified Challenges or Barriers	Expected Outcome
<i>Break down your project into tasks in the order they will be completed. Steps should include preparation, implementation, evaluation, and follow up. The larger your project, the more tasks you will need to plan for.</i>	<i>What action will you take to complete each task? Examples include conducting outreach, procuring materials, or hiring staff.</i>	<i>What supplies, partnerships, contracts/services are needed to complete the task?</i>	<i>By when will you complete the action? How much time will each action take?</i>	<i>What contingencies will you need to plan for? What could delay/stop progress and how will you resolve this?</i>	<i>What will be different when the task is complete? Expected outcomes should be stated at each step of the project according to a timeline, and at the completion of the entire project.</i>
1.					
2.					
3.					