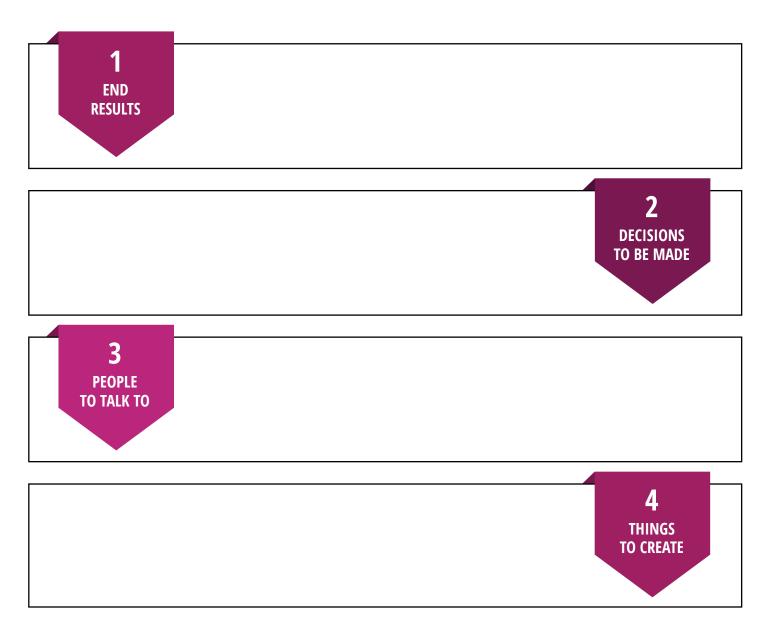
ALLEN LEIGH

Project Name:	Start Date:	End Date:
Brain Dump		

(Get everything out of your head and place below into one of the four buckets)

What difference will this make? _____

How will we know if we are successful? _____



End results: The tangible products, results or impact that need to be delivered on in order for the project to be a success.

Decisions to be made: Everything that has to be agreed upon, prioritized and categorized.

People to talk to: No project can be completed alone. Who needs to be involved and what information, input and results do you need from them? Things to create: What do you need to create (tangible and intangible) in order to move the project forward? This is the process towards creating the end results.

Project Planner One Page

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Project Name: _____

Start Date: _____ End Date: _____

Task Prioritizer

(All project tasks and decisions can be grouped into 3 project phases... Launch, Core and Finale)

Using the brain dump items, prioritize each and place in the following categories:

Launch: Ideation and planning... no results yet. Involves all the decisions, planning and ideation required to frame the project. **Core:** Where the rubber hits the road... all the tasks involved with moving the project forward and creating the end results. Finale: This is the tying up of loose ends, editing, final check and reviewing.

Project Laun	ich	Project Core		Project Finale	
TASK	DUE	TASK	DUE	TASK	DUE