

## Project Planner One Page

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? \_\_\_\_\_




**1**  
END  
RESULTS



**2**  
DECISIONS  
TO BE MADE



**3**  
PEOPLE  
TO TALK TO



**4**  
THINGS  
TO CREATE

**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.

