

Individual Project Planning Guide

Name(s): _____

Name of Project/Event: _____

Projected Date of occurrence: _____

Objectives/Goals:

A. Why is this project being done?

B. Who will benefit from this project?

List in chronological order the steps necessary to accomplish this project:

Step – what will be done?	Procedure – how will this happen?	Person in charge	Date	Completed? Yes/no
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				

