

Project Management Worksheet

Name of Project:	
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Intended Outcome:	
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Project Begin Date:	
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Project End Date:	
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Milestone #1 (detail):	
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Action	
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Action	
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Action	
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Action	
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Action	
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Complete By Date:	
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Reward:

Milestone #2 (detail):	
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Action	
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Complete By Date:	
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Reward:

Milestone #3 (detail):	
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Action	
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Action	
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Complete By Date:	
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Reward:

Build an Accomplishment Team with Subject Matter Experts (SME's): List Potential Team Members and How They Can Help You To Succeed

Names/Depts/Contact Info:	
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Names/Depts/Contact Info:	
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Risk Management: What part of this project has the greatest chance of failure?

Be straight with yourself, great project leaders know their weaknesses and get that stuff managed with assistance from others. Learn to create team partnerships.