

# PROJECT PLANNER

NAME OF PROJECT:	PROJECT MANAGER:
PROJECT RATIONALE	PROJECT TIMEFRAMES
<p>What is the reason for the project? What risk does it intend to mitigate? What opportunity does it seek to exploit?</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>What are the milestones/deadline for project completion?</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
PROJECT TEAM	PROJECT CO-ORDINATION
<p>Which roles are required on the project team? How many hours and at what stage will they be needed? Do you have any gaps?</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>How will you co-ordinate shared information across the team? What systems do you need in place?</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
PROJECT RESOURCES	PROJECT STAKEHOLDERS
<p>What resources do you need for the project to be successful e.g. funds, access, equipment?</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>Who are the stakeholders for this project and what is their relevance to the project?</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
PROJECT RISKS	PROJECT COMMUNICATION
<p>When you consider the time/quality/speed dynamic, what are the risks related to this project? How can you mitigate against those?</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>What will you need to communicate regarding the project: To whom? By when? In what medium?</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>