

THE PROJECT PLANNER

PROJECT:

STARTING DAY:

DUE DATE:

CATEGORY:

BUDGET:

PROJECT DESCRIPTION:

MAIN GOALS:

1.

2.

3.

STEPS / MILESTONES:

1.

2.

3.

4.

5.

PROJECT NOTES:

THE TASK BREAKER

TASK:

TASK DESCRIPTION:

RESOURCES:

TASK BROKEN DOWN INTO SMALLER STEPS:

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TASK COMPLETED:

THE PROJECT BUDGET

PROJECT:

ESTIMATED BUDGET:

BUDGET GOALS:

PRIORITIES:

WAYS TO SAVE:

TASK / OBJECT	BUDGET	SPENT	TASK / OBJECT	BUDGET	SPENT
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TOTAL SPENDING:

OVERVIEW:

THE PROJECT TRACKER

PROJECT:

MILESTONES:



MAIN GOALS:



MAIN TASKS COMPLETION:

FINISHED ON:

COMPLETION CHART:



ROADBLOCKS:

SOLUTIONS:

PROJECT SUCCESS ASSESSMENT:

THE PROJECT CALENDAR

MONTH:

1 _____	2 _____	3 _____	4 _____	5 _____
6 _____	7 _____	8 _____	9 _____	10 _____
11 _____	12 _____	13 _____	14 _____	15 _____
16 _____	17 _____	18 _____	19 _____	20 _____
21 _____	22 _____	23 _____	24 _____	25 _____
26 _____	27 _____	28 _____	29 _____	30 _____
31 _____	MONTH OVERVIEW:			
