

5-Minute Project Planner

Project Title

Project Leader

Start Date

Target Finish Date

What's the purpose of this project?

What are the desired results of this project?

- 1.
- 2.
- 3.

How does this project advance the organization's most important priorities?

Who are the key stakeholders? What are their needs?

| STAKEHOLDERS | NEEDS |
|--------------|-------|
| | |
| | |
| | |

Which factor is most important—time, cost, or quality? Why?

What is the budget?

What resources do we need for this project (people, equipment, materials, facilities)?

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Notes