



Project Planning Template

What is the project or service?

Project name

Expected duration

One time? Or ongoing? Expected time to complete

Project leader

Who has overall responsibility for project?

Impact for library, patrons and community

What are the benefits for us? For them?

Potential obstacles

Challenges to completing project and/or meeting benefits

Assessment strategy - How will we know if benefits have been met?

Communication strategy - Internal and external, frequency, purpose

Required resources - What is needed to complete the project?

Activities

What are the major components of the project that need to be completed? Who is in charge of organizing/managing them? What needs to be done first? When will it be done?

Activity	Who is lead?	Time estimates/dependencies	Notes

Tasks

What are the discrete tasks to be completed in an activity? Who is going to do it? When? Is it completed?

Task name	Related to	Assigned to	Notes	Review date	Due Date
<i>Name of specific task</i>	<i>Activity name</i>	<i>Person completing task</i>		<i>Date to touch base</i>	<i>Due date</i>