Activity

agency logo

# Project name

## Activity summary

### Let's plan the project

Start by filling in each of the sections below to get your project off to a solid start. Invite other planners or stakeholders to collaborate as you define the different pieces of your project.

**Intros and roles**
Round-robin on title, role and where you live

Project team

Client / Partner

Other Stakeholders

**Project goals**
What problem are we trying to solve? You can also use this space to add positive examples of similar projects for inspiration.

**Background:**
- XXXXX
- XXXXX

**Goals so far:**
- XXXX
- XXXXX
- XXXXX

**Out of scope**

**Audience**
Who will participate?What will their roles be? Number needed?

**Timeframe**
Are there any deadlines associated with this project? Any major out of offices to capture for key stakeholders or team members

**What do we have?**
What necessary ingredients for your project do you already have?

**What are we missing?**
What necessary ingredients for your project do you still need?

**Questions**
What don't we know?

**Concerns or obstacles**
Know what road blocks you might run in to so you can be prepared for them.

**Action items**
What are our next steps?
Who is responsible for doing them?

**Project timeline**
Define what tasks need to get done to accomplish goals. These do not have to be very specific.

**Sept 26 (first day of project)**

Start project