B.H.

**Project Planner**

**Stages**

1. Identify chunks of the project at the highest-level
2. Write the main rules and guidelines and make a daily checkbox to read it
3. Dismantle the highest-level parts of the project into main parts
4. Dismantle the main parts into practical tasks
5. Prioritize all levels of the project from the highest-level to the lowest level
6. Plan the project on a calendar