

Project Name: \_\_\_\_\_ Priority **A B C**

1. Today's Date: \_\_\_\_\_ Estimated Project Completion Date: \_\_\_\_\_

2. Describe the Project (Purpose and/or Goals)

Revisions needed?

3. Gather Information. What information are you missing in order to get started?

4. Decide how you will break your project into do-able steps). Will you use a:  Timeline,  Spreadsheet,  Outline,  List,  Mind Map, or  Other)?

5. Gather Supplies: (What supplies do you need to buy and/or have available in order to get started?)

6. List the steps to completion: Should be completed by:

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7. Notes or revisions to the project

8. Project Completed!