

Project Planning Worksheet

INITIATE

What is your project and why is it important?

List up to three desired outcomes:

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Are you working with a team or are you working alone? Who does this project impact?

How does this project align with or accomplish your library's goals/strategic plan?

What information do you need to collect to help prepare for the work ahead?

PLAN

What tasks need to be completed and in what order? What are your deliverables?

What is your estimated project duration? What is your target completion date?

What planning and/or communication tools will you use? How will you use them?

How will you monitor project progress? Will that include reporting to a supervisor?

EXECUTE

How are you ensuring you have the time to complete your project tasks?

How are you keeping yourself and/or team members motivated throughout the project?

MONITOR & CONTROL

These questions can be asked at any point during the project because monitoring occurs in parallel with other project activities and stages.

Are you currently on track? Why or why not?

Have you encountered scope creep (added elements that weren't in your initial plan)?

Do you need to adapt your plan to get back on track?

CLOSE

Have you successfully produced your intended deliverables listed above?

Have you realized your intended outcomes listed above?

Has your supervisor approved your work? List any feedback you received.

What are your lessons learned?

CAREER DEVELOPMENT

What was the impact of your project? Be specific!

Write 1-2 sentences about your project that you can use in an interview. Use the STAR Method:

- Situation (Initiate)
- Task (Plan)
- Action (Execute, Monitor & Control)
- Result (Close)

Write a bullet point for your resume – use this worksheet for action word inspiration!