
Project Planning Worksheet

Project Name:

Prepared by:

Department:

Date:

Background and Overview

Give the business reason for requesting this project, and an overview of the work to be completed

Risks of Not Doing Project

	Risk
1.	
2.	
3.	
4.	

Project Team

Role	Name
Project Sponsor	
Project Manager	
Product Manager	
Business Owner	
Operations Owner	
Other Stakeholders (eg Clients)	

Outcomes

List the desired outcomes of this project – what is the impact to clients? What is the impact to IT Services? What will be different once the project is completed?

	Outcome
1.	
2.	
3.	
4.	

Outputs

List the specific deliverables of the project – what are key products, results or capability to perform a service that must be produced to complete the project

	Output	Description
1.		
2.		
3.		
4.		
