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## Project Planning Worksheet

Project Name:

Prepared by:

Department:

Date:

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### 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.		

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