

Project Planning Form

Project title:

Audience:

Project manager:

Team members:

Purpose of the project:

Type of document required:

Specific Assignments

Research:

Planning:

Drafting:

Revising:

Preparing final document:

Presenting oral briefing:

Due Dates

Research due:

Plan and outline due:

First draft due:

Reviews due:

Revision due:

Progress report(s) due:

Final document due:

Work Schedule

Team meetings:	<i>Date</i>	<i>Place</i>	<i>Time</i>	<i>Note taker</i>
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#1

#2

#3

etc.

Mtgs. w/instructor

#1

#2

etc.

Miscellaneous

How will disputes and grievances be resolved?

How will performances be evaluated?

Other matters (Internet searches, email routing, computer conferences, etc.)?