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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PROJECT PLANNING WORKSHEET** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Theme**: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Problem Statement**:  (Summarize) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Team Work Location**: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Team Name**: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Duration**: | | | (mm/yy) through | | | | | | | | | | | | | | (mm/yy) | | | | | | | | | | | | | | | | Total Months: | | | | | | | |
| **Team Members** | Team Leader | | | | | |  | | | | | | | | | | | | | | | | | | | Team Info | | | | | | | | | | | | | | |
| Alt. Team Leader | | | | | |  | | | | | | | | | | | | | | | | | | | **Sponsor(s)**: | | | | | | | | | | | | | | |
| Team Member 1 | | | | | |  | | | | | | | | | | | | | | | | | | |
| Team Member 2 | | | | | |  | | | | | | | | | | | | | | | | | | |
| Team Member 3 | | | | | |  | | | | | | | | | | | | | | | | | | |
| Team Member 4 | | | | | |  | | | | | | | | | | | | | | | | | | |
| Team Member 5 | | | | | |  | | | | | | | | | | | | | | | | | | |
| Team Member 6 | | | | | |  | | | | | | | | | | | | | | | | | | |
| **Meetings** | **#** | **Date** | | **Time** | | **Att. %** | | | | | **#** | | **Date** | | | **Time** | | | | **Att. %** | | | **#** | | | | **Date** | | | **Time** | | | | **Att. %** | | | **#** | **Date** | **Time** | **Att. %** |
| **1** |  | |  | |  | | | | | **9** | |  | | |  | | | |  | | | **17** | | | |  | | |  | | | |  | | | **25** |  |  |  |
| **2** |  | |  | |  | | | | | **10** | |  | | |  | | | |  | | | **18** | | | |  | | |  | | | |  | | | **26** |  |  |  |
| **3** |  | |  | |  | | | | | **11** | |  | | |  | | | |  | | | **19** | | | |  | | |  | | | |  | | | **27** |  |  |  |
| **4** |  | |  | |  | | | | | **12** | |  | | |  | | | |  | | | **20** | | | |  | | |  | | | |  | | | **28** |  |  |  |
| **5** |  | |  | |  | | | | | **13** | |  | | |  | | | |  | | | **21** | | | |  | | |  | | | |  | | | **29** |  |  |  |
| **6** |  | |  | |  | | | | | **14** | |  | | |  | | | |  | | | **22** | | | |  | | |  | | | |  | | | **30** |  |  |  |
| **7** |  | |  | |  | | | | | **15** | |  | | |  | | | |  | | | **23** | | | |  | | |  | | | |  | | | **31** |  |  |  |
| **8** |  | |  | |  | | | | | **16** | |  | | |  | | | |  | | | **24** | | | |  | | |  | | | |  | | | **32** |  |  |  |
| **Outline of Activities** | **STEP** | | | |  | | |  | | | | |  | | | | | | | |  | | | | | |  | | | | |  | | | | Comments /  Exceptions | | | | |
|  | | |  | | | | | **= Proposed** | | | | | | | |  | | | | | | **= Actual** | | | | | | | | |
|  | | |  | | | | |  | | | | | | | |  | | | | | |  | | | | |  | | | |
| **20\_\_\_\_\_** | | | | | | | | | | | | | | | | | | | | | | | | **20\_\_\_\_\_** | | | | | | |
| **J** | | | | **F** | **M** | | **A** | | **M** | **J** | | | **J** | **A** | | | **S** | | **O** | **N** | | | **D** | **J** | | **F** | | | | **M** |
| **Define** | | | |  | | | |  |  | |  | |  |  | | |  |  | | |  | |  |  | | |  |  | |  | | | |  |  | | | | |
| **Measure** | | | |  | | | |  |  | |  | |  |  | | |  |  | | |  | |  |  | | |  |  | |  | | | |  |  | | | | |
| **Analyze** | | | |  | | | |  |  | |  | |  |  | | |  |  | | |  | |  |  | | |  |  | |  | | | |  |  | | | | |
| **Improve** | | | |  | | | |  |  | |  | |  |  | | |  |  | | |  | |  |  | | |  |  | |  | | | |  |  | | | | |
| **Control** | | | |  | | | |  |  | |  | |  |  | | |  |  | | |  | |  |  | | |  |  | |  | | | |  |  | | | | |