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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** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |