



Petal & Paper

YOUR FREE PRINTABLE

Project planner



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P R O J E C T O V E R V I E W

project planner

Project overview

Project name: _____
Start date: ____ Deadline: ____
Goal: _____
Owner: ____ Team: _____

Key tasks

Task 1: _____ Owner: ____ Due: ____
Done: ☐
Task 2: _____ Owner: ____ Due: ____
Done: ☐
Task 3: _____ Owner: ____ Due: ____
Done: ☐
Task 4: _____ Owner: ____ Due: ____
Done: ☐
Task 5: _____ Owner: ____ Due: ____
Done: ☐
Task 6: _____ Owner: ____ Due: ____
Done: ☐

Milestones

Milestone 1: _____ Date: ____
Milestone 2: _____ Date: ____
Milestone 3: _____ Date: ____

Risks and blockers

Risk: _____ Mitigation: _____
Blocker: _____ Action: _____