**PROJECT PLANNING WORKSHEET**

Cemetery Director Intern Class 2016

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Name/Title:

Project Leader:

Start Date: End Date:

Participants:

|  |  |
| --- | --- |
| 1. | 6. |
| 2. | 7. |
| 3. | 8. |
| 4. | 9. |
| 5. | 10. |

PROBLEM/OPPORTUNITY STATEMENT:

JUSTIFICATION FOR THE ACTIVITY:

SCOPE: HOW LARGE IS THE PROJECT?

GOALS/MEASURES OF SUCCESS:

POTENTIAL OBSTACLES TO MISSION ACCOMPLISHMENT:

Project Resources:

|  |  |
| --- | --- |
| 1. | 6. |
| 2 . | 7 |
| 3. | 8 |
| 4. | 9. |
| 5. | 10. |

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| PREPARATIONS STEPS: |  |  |
| 1.  . | 2. | 3. . |
| 4. | 5. | 6. |
| 7. | 8. | 9. |

Additional Requests: