**PROJECT PLANNING WORKSHEET**

Cemetery Director Intern Class

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. |

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

Additional Requests: