Project Planning Worksheet: Plan, Design & Pilot

Use the calendar grid below to plan project activities over the coming months. Schedule team meetings, coaching calls, and target dates for project milestones, monitoring, and evaluation. Write each activity on a sticky if you want to shift them them around as you plan your time.

Team/Project

March 2020	April 2020	May 2020	June 2020	July 2020	August 2020
*March 11 Cohort Mtg *Monthly Coaching *Design thinking consults w/ Jill	*Project Charter updates *Monthly Coaching *Design thinking consults w/ Jill	*Share measurement plan *Monthly Coaching *Design thinking consults w/ Jill	*Project charter updates *Monthly Coaching *Design thinking consults w/ Jill	*Proposed process workflow due Aug 1 *Monthly Coaching *Design thinking consults w/ Jill	*August Cohort Mtg TBC *Monthly Coaching *Design thinking consults w/ Jill