

PROJECT SHEET

Use of this form is suggested for activities that require substantial resources (money/people/time). Its use will assist members to gain a full understanding of the undertaking before the project starts, and help project reporting on an ongoing basis. Anyone may use the form for any project.

Project Name:	Date:
Proposed By:	
Scope (what this project covers)	
Situation (briefly - what is the past history and present situation)	
Major Issues/Problems/Concerns or Products that will be studied or Resolved	
Final Deliverable:	Date:

Continue on additional paper as required

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Deliverable or Activity (note some intermediate accomplishments and the final product that will be produced))	Planned Completion Date	Actual Completion Date

Use the space below to record additional information, notes, agreements, etc