

Project Plan Sheet

Plan a project small enough to hold in your head — a refit, an event, a move, a small build — on one page, including the dependencies people forget.

One page for a small project: the tasks, who has each one, when it runs, and what it is waiting on.

SMALL PROJECTS, ON PAPER

This is a planning sheet for a project a person can hold in their head — a refit, an event, a move, a small build. It prints no methodology and assumes none.

Project

Owner

Start

Target finish

What done looks like

MILESTONES

Milestone	Target date	Actual	Depends on	Notes

TASKS

No.	Task	Owner	Start	Due	Waiting on	Status