

# PROJECT PLANNING & DELEGATION WORKSHEET

## PROJECT:

**PURPOSE:** What should be accomplished?

How will we know if this project was a success?

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_

**IMPACT:** How will the completion, quality, or abandonment impact the company?

How will Success be measured along the way?

- A. \_\_\_\_\_  
\_\_\_\_\_
- B. \_\_\_\_\_  
\_\_\_\_\_
- C. \_\_\_\_\_  
\_\_\_\_\_

**IDEAL OUTCOME:** What does the completed project look like?

Budget \$ \_\_\_\_\_

Proposed Spend: \$ \_\_\_\_\_

Projected Revenue

Short Term: \$ \_\_\_\_\_

Long Term: \$ \_\_\_\_\_

Projected ROI: \$ \_\_\_\_\_

Other: \$ \_\_\_\_\_

Best Result if you take action:

Worst Result if you don't take action: