

LYFT'n Up Career ConneCTEd Excellence in SW/WC Minnesota Conference

Project Planning Worksheet

Project Title:	
Project Summary	
Project Coordinator: (Local champion key to momentum)	
Phone/Email:	

Goal (Measurable results, not just effort)			
Connection (How this goal aligns with the work/mission of each entity/organization involved.)			
Objectives What steps need to be done/milestones reached to achieve this goal S – Specific M – Measurable A – Attainable R – Relevant T – Timebound	Key Objectives	By When	Person Responsible
	1.		
	2.		
	3.		
	4.		
Expected Outcomes:			

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Who are the people we need to work together on this effort?

NAME	Skills/Resource	Email	Phone
	s		

As you move further along, identify the key strengths, challenges, opportunities and threats...

Strengths	Challenges
Opportunities	Threats