



# PROJECT PLANNING & DELEGATION WORKSHEET

## PROJECT:

**PURPOSE:** What should be accomplished?

How will we know if this project was a success?

1. \_\_\_\_\_  
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2. \_\_\_\_\_  
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3. \_\_\_\_\_  
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**IMPACT:** How will the completion, quality, or abandonment impact the company?

How will Success be measured along the way?

- A. \_\_\_\_\_  
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- B. \_\_\_\_\_  
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- C. \_\_\_\_\_  
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**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:**

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