

Project Planning Template

A practical project planning worksheet to turn an idea into a clearly defined, organized and trackable project.

FOR

Students · Freshers · Working Professionals

FORMAT

Project Planning + Progress Tracking

HOW TO USE THIS TEMPLATE

Start by defining the problem and expected outcome. Break the work into manageable tasks, assign priorities and deadlines, track progress, record challenges and review the final result.

Plan Clearly. Build Practically. Show Your Work.

Define Your Project

A clear project starts with a clear purpose, scope and expected result.

Project Overview

Project title _____

Project type / category _____

Start date _____ Target date _____

Project owner / team _____

Main technology / tools _____

Problem & Objective

Problem I want to solve:

Project objective:

SUCCESS DEFINITION

At the end of this project, I should be able to _____ and demonstrate
_____.

Break the Project Into Tasks

Divide the project into smaller steps that can be completed and reviewed.

Project Task List

TASK	PRIORITY	DEADLINE	STATUS
1. _____	High / Med / Low	_____	_____
2. _____	High / Med / Low	_____	_____
3. _____	High / Med / Low	_____	_____
4. _____	High / Med / Low	_____	_____
5. _____	High / Med / Low	_____	_____
6. _____	High / Med / Low	_____	_____
7. _____	High / Med / Low	_____	_____
8. _____	High / Med / Low	_____	_____

Recommended Project Stages

- Understand the requirement and define the final outcome.
- Research the concepts, tools or references required.
- Create the basic structure or first working version.
- Build the main features or project components.
- Test the work and identify problems.
- Fix issues and improve usability or quality.
- Document the project and prepare the final presentation.
- Review what you learned and what you would improve next.

Prepare Before You Build

List the resources, technologies and information you will need.

Technology & Resources

RESOURCE	PURPOSE	READY?
Technology / language	_____	■
Framework / library	_____	■
Database / data	_____	■
Design / reference	_____	■
Tools / software	_____	■

Features / Requirements

FEATURE	DESCRIPTION	PRIORITY
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

SCOPE CHECK

What is included? _____ What is not included? _____

Track Project Progress

Use this page while building so progress, problems and decisions do not get lost.

Progress Tracker

STAGE	START	END	STATUS	NOTES
Planning	_____	_____	_____	_____
Research	_____	_____	_____	_____
Development	_____	_____	_____	_____
Testing	_____	_____	_____	_____
Finalization	_____	_____	_____	_____

Issues & Solutions Log

PROBLEM	CAUSE / INVESTIGATION	SOLUTION
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Finish, Review & Showcase

A project is not finished when the code works; review the result, document it and prepare to explain it.

Final Testing Checklist

- Main requirements have been completed.
- Important features have been tested.
- Errors and major issues have been fixed.
- The project works in the intended environment.
- Files and folders are organized.
- Code, content or documentation has been reviewed.
- Project screenshots or demo material are ready.
- The project can be explained clearly.

Project Showcase

ITEM	DETAIL
Project description	_____
Key features	_____
Technology used	_____
My contribution	_____
Project link / demo	_____

WHAT I LEARNED

The most important thing I learned: _____

The biggest challenge I solved: _____

What I would improve next: _____

PLAN CLEARLY. BUILD PRACTICALLY. SHOW YOUR WORK.