ASB Project Planning Template 2019

Project:

Group Members:

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| **Describe the goal of the project and WHY ASB is doing this**  **(Who is the audience/who is impacted)** |
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| Project Outline |
| Description:  Project Completion Date:  (if multiple parts- create multiple completion dates) |

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| List EVERYTING that needs to be done | List all resources needed |
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| Budget Proposal Estimated Budget Needed  (think about where you are coming up with your cost) | | | | | |
| # | Item Needed | Source of Item | Cost | Quantity | Total Cost | |
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\*\*Did we have to adjust cost at a later date Y/N? Explain \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Setting Goals/Action Plan Key Components for Each Project | | | | | |
| Action Items:  Team Member Responsible with due date: | | | | | |
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| Action Items:  Team Member Responsible with due date: | | | | | |
| Action Items:  Team Member Responsible with due date: | | | | | |
| Meeting Minutes | | | | | |
| Meeting date: Members in Attendance:  Additional Action Steps w/ Due Dates: | | | | | |
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| Meeting date: Members in Attendance:  Additional Action Steps w/ Due Dates: | | | | | |
| Setting Goals/Action Plan Key Components for Each Project | | | | | |
| Team Member:  Responsibility: | Due date Meet | Due date Meet | Due date Meet | Due date Meet | \_\_\_\_\_/\_\_\_\_\_\_\_ |
| Team Member:  Responsibility: | Due date Meet | Due date Meet | Due date Meet | Due date Meet | \_\_\_\_\_/\_\_\_\_\_\_\_ |
| Team Member:  Responsibility: | Due date Meet | Due date Meet | Due date Meet | Due date Meet | \_\_\_\_\_/\_\_\_\_\_\_\_ |
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| Team Member:  Responsibility: | Due date Meet | Due date Meet | Due date Meet | Due date Meet | \_\_\_\_\_/\_\_\_\_\_\_\_ |
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| Team Member:  Responsibility: | Due date Meet | Due date Meet | Due date Meet | Due date Meet | \_\_\_\_\_/\_\_\_\_\_\_\_ |

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| ASB Reflection (Pros/Cons) | Committee Reflection |
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| Solutions: | Solutions: |