

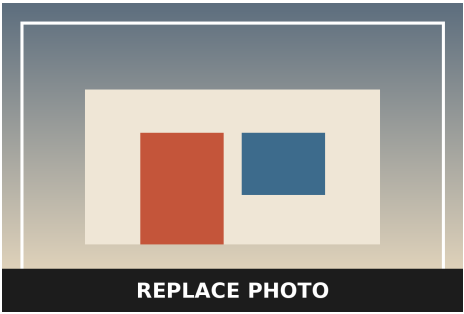
Project planner

One project, from the brief to the retro. Fictional sample. Replace every line.

The harbor light stayed on.

Project	[Example] Harbor light repair
Owner	
Start	
Due	
Done looks like	

[Example]



Example picture. Replace this.
PROJECT PLANNER · [EXAMPLE]

Project overview

Write the outcome in one sentence. Leave blanks you have not decided.

Outcome	[Example] The lamp is lit again.
Why it matters	
Not in scope	
Budget	
People	
Risk	
Next decision	
Review date	

Three goals

Goal 1	[Example] Map the fault.
Goal 2	
Goal 3	

Success check

Milestones

One row per promise. Status stays blank until you mean it.

Milestone	Owner	Date	Status
[Example] Find the fault			
[Example] Order the part			

Week 2

Focus — Clear the bench

Mon	
Tue	
Wed	
Thu	
Fri	
Sat	
Sun	

Week 6

Focus — Test at dusk

Mon	
Tue	
Wed	
Thu	
Fri	
Sat	
Sun	

Week 10

Focus — Light it

Mon	
Tue	
Wed	
Thu	
Fri	
Sat	
Sun	

Task list

Small enough to finish in a day.

Task	Owner	Due	Done
[Example] Walk the wall			

Notes 2

Ruled page. Keep it with the week it belongs to.

Notes 6

Ruled page. Keep it with the week it belongs to.

Notes 10

Ruled page. Keep it with the week it belongs to.