[](https://www.smartsheet.com/try-it?trp=11462&utm_source=integrated+content&utm_campaign=/content/project-checklist-templates&utm_medium=Project+Planning+Checklist+doc+11462&lpa=Project+Planning+Checklist+doc+11462&lx=PFpZZjisDNTS-Ddigi3MyABAgeTPLDIL8TQRu558b7w)**PROJECT PLANNING CHECKLIST TEMPLATE**

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| --- | --- | --- | --- | --- | --- |
| PROJECT NAME |  | | | PROJECT MANAGER |  |
| PROJECT DELIVERABLE |  | | | | |
| SCOPE STATEMENT |  | | | | |
| START DATE | 00/00/0000 | END DATE | 00/00/0000 | OVERALL PROGRESS | 0% |

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| --- | --- | --- | --- | --- | --- | --- |
| **AT RISK** | **TASK NAME** | **ASSIGNED TO** | **START  DATE** | **END  DATE** | **DURATION**  in days | **STATUS** |
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