

Project Planning Template

Project: _____

When do you plan to start? _____

Completion Goal Date: _____

Budget amount for project (use planning sheet): \$ _____

Special Notes:

Steps:



Project Reflection

Project: _____

Completion date: _____

1. Did I finish the project in time to meet my goal? Why?

2. What was my total cost? Include all items purchased for this project, tools/materials, and last-minute trips) \$ _____

Planned for expenses: \$ _____

Last minute supplies: \$ _____

Total: \$ _____

3. Did I stay in budget? _____

4. After completing this project, would I do it again, hire someone next time, or choose a different project (such as replace instead of repair)? Why? _____

5. What would I do differently to save time or money if I did this project again? _____

6. What pointers or tips would I want to remember for next time?

7. Any other overall lingering thoughts or advice?

Tools & Materials

P- Purchased

R- Received

Tools or Materials (that I need to buy)	Retailer	Price	#	Subtotal	P	R
		\$		\$		
		\$		\$		
		\$		\$		
		\$		\$		
		\$		\$		
Tools or Materials that I have on hand:				Total: \$		