**Simple Project Planning Template**

**Download this template or save a copy to your Google Drive.**

Use this template to brainstorm and list out the key activities you expect as part of the project, the estimated time needed to complete each activity, and which team members will lead the activity. The first row has been filled as an example.

|  | **Key activity** | **Estimated duration** | **Team members assigned** |
| --- | --- | --- | --- |
|  | *Example:*  ***Conduct topic research****. Explore informative articles, websites, and materials related to chosen topic.* | *1 week*  *(08/28/23 - 09/01/23)* | *John, Jane* |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |