

# Backward Planning Template

This is a template you can use to work through a simple backwards planning exercise for a project that runs approximately 3 months and has clearly defined end goals/deliverables.

## Project Overview

Project Name	
Project Description	
Project goal(s) and end deliverable(s)	

## Project Backward Planning

### MONTH 3

By the end of the last month, we will need to achieve the following:

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Plan for the month:

Date	Actions & milestones <i>Clarify how these map to the final project objectives</i>	Team members will need... <i>Ex. readings, meetings, tools/resources, logistical info</i>
Week 1		
Week 2		
Week 3		
Week 4		
Week 5		

### MONTH 2

By the end of month 2, we will need to achieve the following:

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Plan for the month:

Date	Actions & milestones <i>Clarify how these map to the final project objectives</i>	Team members will need... <i>Ex. readings, meetings, tools/resources, logistical info</i>
Week 1		

## Backward Planning Template

Week 2		
Week 3		
Week 4		
Week 5		

### MONTH 1

By the end of month 1, we will need to achieve the following:

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Plan for the month:

Date	Actions & milestones <small>Clarify how these map to the final project objectives</small>	Team members will need... <small>Ex. readings, meetings, tools/resources, logistical info</small>
Week 1		
Week 2		
Week 3		
Week 4		
Week 5		

### PROJECT KICKOFF

To start the project off right, the team will need to achieve the following:

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Plan for kickoff:

Date	Actions & milestones <small>Clarify how these map to the final project objectives</small>	Team members will need... <small>Ex. readings, meetings, tools/resources, logistical info</small>
Week 1		
Week 2		

## Project Enrichment Questions

- What are the various work streams involved in your project that need an owner/leader?
- What parts of your project may require additional input from other external stakeholders?