**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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