

# Planning Sheet

**Goal:** \_\_\_\_\_

**Objectives:**

*Who?* \_\_\_\_\_

*What?* \_\_\_\_\_

*Where* \_\_\_\_\_

*When?* \_\_\_\_\_

*Why?* \_\_\_\_\_

*How?* \_\_\_\_\_

**Tasks:**

**Time:**

Start .....

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

7. \_\_\_\_\_

8. \_\_\_\_\_

9. \_\_\_\_\_

Finish .....

**Team:** \_\_\_\_\_

**Tools:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_