

Project Team

The Project Team worksheet allows you to keep track of more factors than just those involved in a Project SMART situation. This worksheet again starts with the Project SMART header for identification so that if needed it can be used in conjunction with other worksheets in this series.

An example of where this worksheet can be used is if you are asked to organize and head up a committee to stage next month's special sales meeting. This example will be used to explain the headings. If you are into multi-level network marketing this could help with planning a small meeting. In a non-business setting this worksheet could be used for planning a weekend get-a-way trip or other small gathering with friends. (If you are planning it then the first consideration might be which friends to ask.)

Project / Specific

Succinctly describe what the task given is. If more details need be considered list them under **Notes** at the end of the worksheet or directly under **ACTion Measures**.

Who involved

List the people that you will want to approach to be on the committee and those people that you will want to seek out for help

Special Needs

This is really self explanatory and is a reminder listing of important factors that have to be taken into consideration. Arranging for a translator for the Mexican attendee could be an example.

To Procure

A synopsis of what expenses will be involved. Possibly by category to get a handle on total costs.

ACTion Measures

What are specific steps to be taken to make sure the meeting comes off without a hitch. Use the **Project To Do** worksheets if more items have to be listed.

Administrative Considerations (in Notes section)

Detailing of factors like when a facet or stage (planning, paperwork, etc.) of the project is completed. Room is there to add other considerations as well as annotate the listed ones.

Printing Instructions

The worksheet can be printed back to back on the same sheet and then cut in half and hole punched for a half letter size binder. A one side printed sheet can also just be three hole punched at the top long side for regular letter sized binders. If this worksheet is worked as a letter size page it can then be folded in the center and hole punched to store in a half letter size binder. I use a zippered case that is handy everywhere.

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<http://awenman.com/learnINGblog>

