

# Planning Grid

1. Identify actions needed (via small group discussion or using sticky notes) for project or goal
  - a. Specify final outcome, final step and its product
  - b. Identify starting point and its product
  - c. Brainstorm list of actions to move from starting point to final step
2. Refine list of actions needed
  - a. clarify
  - b. identify major steps and supporting activities
  - c. sort major steps and supporting activities into chronological order
  - d. identify milestones for each major step
3. Transfer information (step numbers, major steps, supporting activities, and milestones) to Planning Grid
4. Work through remainder of Grid, identifying
  - a. Leader or contact for the activity
  - b. Time needed to complete the activity
  - c. Any comments
  - d. If needed, columns for additional information may be added

**Project or Goal:** \_\_\_\_\_ **Project Lead:** \_\_\_\_\_

Major Step #	Major Step	Supporting Activities	Milestone	Leader or Contact	Time Needed to Complete Activity	Comments

