**Simple Project Planning Template**

**Download this template or save a copy to your Google Drive.**

Use this template to brainstorm and list out the key activities (4-6 activities recommended) you expect as part of the project, the estimated time needed to complete each activity, and which team members can lead the activity. The first row has been filled as an example.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Key activity** | **Estimated duration** | **Team members assigned** |
|  | *Example:****Build the structure****. Assemble our CubeSat prototype’s structural frame from balsa wood, a hand saw, and epoxy glue.* |  *1 week**(01/05/21 -**01/12/21)* | *John, Jane* |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |