Quarterly Project Planner

Who: **[Firstname Lastname]**

Short Title for Quarterly Project Sheet:

[Title of your Quarterly Project from the Ninety system]

Describe the Purpose of the Quarterly Project:

[What do you want to accomplish in the next 90 days?]

Describe the Importance of the Quarterly Project:

[What's the biggest difference this will make for the company in the next 90 days. What is the best result when you complete this Quarterly Project. Also, describe what happens if you don't complete this Quarterly Project.]

Describe the Outcome of the Quarterly Project:

[What does the completed project look like?]

Milestones or Success Criteria:

By (Date)	Describe what has to be true when this project is finished	Date Completed
[mm/dd/yy]	[Description of activity or milestones to complete your Quarterly Project]	[mm/dd/yy]

Resources Needed: Time, materials, people for that is required for completion

[What is the task or dependency]	[Name of the person or party/vendor]

Final Write-up: Describe in two pages or less the final result or work product for your Quarterly Project. You may present your deliverable in a PowerPoint format and/or Excel spreadsheet.