

# PROJECT MANAGEMENT TEMPLATES LIST



## Essential templates to support consistent project workflows

Within a project, creating and using templates for common communications (reminder emails, meeting agendas, reports) can save a lot of time.

Across projects, templates for common project management activities can support efficiency and help your organization develop a consistent project workflow.

We recommend developing and using these essential templates to lead more successful and impactful projects across your organization.

- ✓ **Project Feasibility Assessment**  
Evaluate the potential for project success.
- ✓ **Project Planning Checklist**  
Document essential steps in project planning.
- ✓ **Project Roles List**  
Assign common roles on projects.
- ✓ **Communications Plan**  
Plan to communicate with initiators, stakeholders, and the project team.
- ✓ **Project Kickoff Meeting Agenda**  
Facilitate stakeholder engagement with essential project elements.
- ✓ **Outcomes Plan**  
Determine concrete deliverables and break into assignable tasks.
- ✓ **Project Team Meeting Agenda**  
Facilitate clear discussions of project status, obstacles, and next steps.
- ✓ **Project Progress Reports**  
Provide timely and useful progress updates to initiators and stakeholders.
- ✓ **Quality Assessment**  
Evaluate the quality of project work and outcomes.
- ✓ **Project Retrospective Agenda**  
Facilitate discussions to determine lessons learned and improve future work and collaborations.



## PROJECT SUPPORT

Our Project Management Solutions are designed for mission-driven environments. Our **project coaching** can help you turn ideas into action, or you can leave it to us to ensure your project runs smoothly with **hands-on management of your project**. We also offer **project workflow services** to help create consistent success across your organization's portfolio of projects, programs, and teams.

Schedule a free, no-obligation consultation to talk about your project needs:

**LET'S TALK PROJECTS**

Need help now?  
Schedule a 1-hr Project Coaching Session:

**PROJECT COACHING**

[yazdaniconsulting.com](http://yazdaniconsulting.com)