**Project Planning – 4 T’s: Tasks, Time, Team, Tools**

1. List the tasks and tools necessary to complete the project.
2. Estimate how long it will take to complete each task.
3. Write in due dates and assign finish by dates for each task.
4. Decide when you will work on that task, and who (group projects).
5. After completing the task, fill in how long it took you and the date you finished it.

| Task | Estimated Time | Due By | Finish By | When? Who? Special Supplies? | Actual Time | Date Finished |
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