Project Planning Sheet

CLIENT

Who was the client for this project? If this project wasn't for a client, what was the project for?

COMPANY

What company did you do the work for? If you freelanced the project, you can use your freelance business name or note that it was freelance work.

SKILLS & SOFTWARE

What skills and software did you use to make the project?

PROJECT OVERVIEW

Define the problem. How did you solve it?
Use the S.T.A.R. method on page 2 before writing the project overview.

RESULTS

What was the result of the project? How was the project marketed? Were there campaign or media results?

CREDITS

Who did you work with on the project?

S **SITUATION**	*An introduction; introduce the project, assignment or challenge you faced.*
T **TASK**	*Describe your responsibilities and assignments you had to complete, including what was expected of you, and obstacles you overcame.*
A **ACTION**	*Explain what you did, your thinking process and how you did it.*
R **RESULT**	*End with the results of your efforts, including accomplishments, rewards, impact, media results, etc.*