A8. Project team

Module 4.2 - Project planning basics

Key roles and responsibilities

Outline who's doing what in your project, including leadership, support, and coordination roles. Mention how often you'll meet, how you'll communicate, and where you'll keep project info.

Key members and roles

Project oversight:
Project lead:
Project assist:

Where can we meet?	How often do we meet?

How do we communicate?	Where do we store information?