Project overview			
Project:	Project manager:		
Site / Location:	Key contacts:		
Schedule:	Budget:		

Project objectives, goals and scope	

Potential limitations and setbacks	

### Project manager planner

Role planning checklist	
Number of workers needed	
Job titles & trades	
Roster type (2:1, 3:1, etc)	
Site location (metro, regional, FIFO)	
Required tickets & qualifications	
Pre-employment checks (medicals, police, D&A)	
PPE or uniforms required	
Pay rates & employment type	
Travel/accommodation arranged	

#### Mobilisation readiness checklist

Item	Who's Responsible	Due Date	Notes

## Project Timeline

#### example visual

TASKS	WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5	WEEK 6
Task						
Task						
Task						
Task						
Task						
Task						
Task						
Task						
Task						
Task						
Task						

Task

# Project Timeline

TASKS	WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5	WEEK 6
Task						
Task						
Task						
Task						
Task						
Task						
Task						
Task						
Task						
Task						
Task						
Task						

#### Candidate & compliance Tracker

Name	Cert & Ticket	Issued By	Expiry date	Notes