

**PROMPT WO-086**

# Plan Projects

## Purpose

Use this prompt to create a structured project plan that defines goals, tasks, timelines, resources, risks, and milestones. It helps turn a big idea into manageable steps and creates a clear roadmap from start to completion.

**DIFFICULTY** **Intermediate****TIME SAVED** **60–120 min****BEST FOR****Project Planning**

## Best AI Tools

- ChatGPT
- Claude
- Microsoft Copilot
- Google Gemini



## Copy & Paste Prompt

You are an experienced Project Manager and Planning Specialist.

Create a complete project plan using the information below.

Project Name:

[Insert project name]

Project Goal:

[Describe what needs to be achieved]

Background:

[Explain why this project is needed]

Desired Outcome:

[What does success look like?]

Deadline:



[Insert deadline]

Available Resources:

[People, budget, tools, skills]

Current Progress:

[What has already been completed?]

Tasks Already Identified:

[List known tasks]

Potential Challenges:

[List risks or obstacles]

Please:

- Create a complete project plan.
- Define the project objectives.
- Break the project into phases.
- Create a task breakdown.
- Recommend priorities.
- Create milestones.
- Suggest a timeline.
- Identify dependencies.
- Highlight risks and solutions.
- Recommend tools and systems.
- Create a project review process.

Return only the completed project plan.



## Example

### INPUT

Project Name: Launch a Digital Resource Library

Goal: Create an online library of practical resources.

Deadline: 3 months.

Resources: Website, content creation tools, design software.

### EXPECTED OUTPUT

Project Plan



### Project Overview

The goal is to create a structured digital resource library that provides valuable resources to users while creating a foundation for future growth.

### Project Objectives

The project will:

- ✓ Create organised resources.
- ✓ Improve user experience.
- ✓ Build a valuable knowledge base.
- ✓ Create a foundation for future products.

### PHASE 1 — PLANNING

Tasks: Define categories, identify resources required, create project structure, confirm priorities.

Milestone: Project roadmap completed.

### PHASE 2 — CREATION

Tasks: Create resources, review content, design layouts, prepare uploads.

Milestone: Initial resource collection completed.

### PHASE 3 — BUILD

Tasks: Upload resources, create website pages, test navigation, improve user experience.

Milestone: Library ready for launch.

### PHASE 4 — LAUNCH & IMPROVE

Tasks: Release to users, collect feedback, monitor usage, update resources.

Milestone: First improvement cycle completed.

### TIMELINE EXAMPLE

Month 1 — Focus: Planning, research, content creation.

Month 2 — Focus: Building, testing, refining.

Month 3 — Focus: Launch, feedback, improvements.



### RISKS & SOLUTIONS

Risk: Project becomes too large.

Solution: Launch a minimum version first and improve over time.

Risk: Too many tasks compete for attention.

Solution: Prioritise the highest-value activities.

### PROJECT REVIEW QUESTIONS

At each milestone:

- Are we on schedule?
- Are priorities still correct?
- What needs adjusting?
- What is the next brick to lay?

 **Builder's Tip:** *Big projects become overwhelming when viewed as one huge task. The secret is breaking them down: Vision → Project → Milestones → Tasks → Actions. Small completed steps create big outcomes.* 🧱

### Related Prompts

- WO-081 – Create a Daily Productivity Plan
- WO-084 – Improve Workflows
- WO-089 – Set SMART Goals
- WO-090 – Review and Improve Productivity

### Tags

PROJECT  
PLANNING

PRODUCTIVITY

ORGANISATION

GOALS

EXECUTION