Project Management Toolkit (Sample)

Cover Design (Branding Suggestions)

- **Primary Colors:** Navy Blue (#1F3C88), Light Gray (#F4F4F4), Accent Orange (#F29F05)

- **Typography:**
  - Headings: Montserrat Bold
  - Body: Open Sans Regular

- **Logo Placeholder:** *[Insert Smith Creatives Logo]* centered at the top.

- **Cover Layout:**
  - Top: Logo + Company Name
  - Center: Bold Title: *Project Management Toolkit*
  - Bottom: Tagline: *Streamlining projects for creative businesses*

Table of Contents

1. Project Charter Template

Project Name: _____
Project Manager: _____
Client/Stakeholder: _____
Start Date: _____ **End Date:** _____
Objectives:

- List 3–5 clear objectives

Scope:

- Define what is included and excluded in the project

Deliverables:

- Item 1
- Item 2
- Item 3

Key Milestones:

Milestone	Target Date	Owner
Example	mm/dd/yyyy	Name

Approval:
Project Sponsor Signature: _____

2. Risk Assessment Matrix

Risk Description	Likelihood (Low/Med/High)	Impact (Low/Med/High)	Mitigation Strategy
Example: Vendor delay	Medium	High	Identify backup vendor

Instructions: List potential risks early, assess their likelihood and impact, and write a short strategy to manage each risk.

3. Meeting Agenda Template

Meeting Title: _____

Date/Time: _____

Facilitator: _____

Participants: _____

Agenda Topics:

Decisions Made:

Retrospective/Summary:

List the final retrospective or summary here. This will serve as a reiteration of the results of the event with the actions following this area.

Action Items:

Task	Owner	Due Date

Footer

Smith Creatives – Project Management Toolkit (Sample Document)