Project Plan

Project name _____ **Project manager** _____

Sponsor _____ **Start date** _____

Target end date _____ **Budget** $ _____

1. Overview

Background / problem _____

Goal _____

Success measures _____

2. Scope

In scope

- [Deliverable or activity]
- [Deliverable or activity]
- [Deliverable or activity]

Out of scope

- [Excluded item]
- [Excluded item]

3. Milestones

Milestone	Target date	Owner

4. Tasks

#	Task	Owner	Start	Due	Depends on	Status

5. Budget

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Item	Estimated cost	Actual cost
Total		

6. Key risks

Risk	Likelihood	Impact	Response

7. Stakeholders and communication

Stakeholder	What they need	How / how often