

# Project Plan template

## Purpose

The project plan is the go-to page for everyone who is involved in the project or wants to find out more about it. As with all important project information, keep it updated regularly throughout the project and share it with the project team and stakeholders. The Benefits Measurement section at the end is key - in addition to meeting time/cost/scope goals, the project should have measurable success criteria for providing value to the company.

## Project Plan

Project: <name>

Overall Status: <select from **ON TRACK** / **AT RISK** / **BLOCKED** / **ON HOLD**

## Major Milestones

Stage	Date & Status
Project Kickoff	22 July
Milestone 1	16 Aug
Milestone 2	30 Aug
Milestone 3	13 Sep
Completion	27 Sep

<List key milestones, management reviews, demos, etc. Colour of cell indicates status.>

## Project Team

Role	Name
Exec Sponsor	
Project Lead	
Team Members	
Informed / Other Stakeholders	