PROJECT PLAN

The Team

Name	*Role*
Miguel Rivera	Project Manager
Add name here	Write role here
Add name here	Write role here

Overview

Project Name: Write here

Write a short introduction about your project plan. What is the purpose of your project and how will it impact the business?

Objectives

- What is your project trying to achieve?
- Add project objectives here

Project Details

Timelines

Project Phase	Task	Task Owner	Due Date
Planning	*Scope and Goal-setting*	Write name here	MM/DD/YYYY
	Budget		MM/DD/YYYY
	Add task here		MM/DD/YYYY
Execution	*Production*	Write name here	MM/DD/YYYY
	Testing		MM/DD/YYYY
	Add task here		MM/DD/YYYY
Post	*Documentation*	Write name here	MM/DD/YYYY
	Evaluation		MM/DD/YYYY
	Add task here		MM/DD/YYYY

Proposed Budget

Item Description	Amount
Add expenses here	Write the cost
Total	**$XXX,XXX.XX**

Risks and Alternatives

- Outline any forecasted risks and challenges here
- You can also add alternatives and possible solutions

Key Metrics

- How will you measure the success of your project?
- Include any targets here; make them as concrete and as specific as possible

Project Resources

- Add links to important documents here
- Some examples are budget spreadsheets, proposals, and research decks

Prepared by: Write name	Last updated on: MM/DD/YYYY