

PROJECT PLAN

Core Information

Project Name	Project Manager Name	Start Date	End Date

Objective and Goals

Objective	Why It Matters	Anticipated Outcomes

Roles and Responsibilities

Team Member	Role / Title	Responsibilities

Timeline and Milestones

Milestone Name	Description	Deadline (MM/DD/YYYY)	Owner	Reviewer

Budget and Resources

Resource(s) Needed	Cost (\$)
Total Cost =	\$

Risk Assessment

Risk	Likelihood (Low/Medium/High)	Impact (Low/Medium/High)	Prevention Plan (Steps to prevent or manage it)