**PROJECT PLAN TEMPLATE**

|  |  |
| --- | --- |
| **PROJECT NAME** |  |
| **STRATEGIC OBJECTIVE** |  |

|  |  |
| --- | --- |
| **PROJECT TEAM** | Team members, roles & responsibilities. |
|  |

|  |  |
| --- | --- |
| **PROJECT DESCRIPTION** | **Provide detailed description of this project.** Please include relevant history, the impact, as well as the service to the patron or the business problem this project will solve. |
|  |
| **What is the goal of this project?** |
|  |
| **Describe what this project does not entail.** What tasks or questions are outside the boundaries of this project? |
|  |

|  |  |
| --- | --- |
| **PROJECT TIMELINE** | **Lay out the tasks, actions and cadence of the project.** When will the project start and stop? What are the major milestones? What needs to be accomplished and in what timeframe? Does the project run linearly or can work occur concurrently? |
|  |

|  |  |
| --- | --- |
| **DELIVERABLES** | **Please list the deliverables of this project.** This includes tangible and intangible product or service that will be delivered. |
|  |

|  |  |
| --- | --- |
| **STAKEHOLDERS** | **List individuals or groups who have an interest or need to be part of this project.** This includes internal and external stakeholders. |
|  |

|  |  |
| --- | --- |
| **REPORTING** | **Describe the frequency and method of reporting on the status of this project.** |
|  |

**CHANGE MANAGEMENT**

|  |  |
| --- | --- |
| **COMMUNICATION PLAN** | **Describe what needs to be communicated both internally and externally. When does it need to be communicated? How will you communicate?** |
|  |

|  |  |
| --- | --- |
| **TRAINING PLAN** | **If training is needed, summarize how training will be set up and performed.** Who needs to be trained? What method? When? How often? |
|  |