Scaffolding Your Projects with a Project Plan Template

Lessons Learned

Every organization is different with varying levels of comfort and competence with Project Management.

Its exhausting and unsustainable for one or two people to be solely responsible for managing all the projects.

Empower individuals to manage their own projects by giving them the resources to be good at it.

A project plan doesn't need to be perfect. Sometimes taking the first step is more valuable.

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.

Key Elements

CHANGE MANAGEMENT

COMMUNICATION PLAN	Describe what needs to be communicated both internally and externally.

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?

- Roles & Responsibilities

- Project Description

- Timeline

- Change Management

Your project plan can be a living document.

Creating Your Own Template

Don't do it in a bubble!

Start with key elements.

Try it and iterate.

Don't make it mandatory.

Feel free to reach out

Liz Steyer

Associate Director, IT & Digital Services

University of North Carolina Wilmington

steyere@uncw.edu

Slides and project plan template will be available after this presentation.