

Project plan template

Project:

Project manager:

Objective:

Completion date:

	Task	Status	Assigned to	Start date	End date	Comments
1 Project Scope						
	Research					
	Projections					
	Goals					
2 Stakeholders						
	Communication plan					
	Project updates					
3 Project structure						
	Deliverables					
	Milestones					
	Risks					
4 Budget						
	Resource allocation					
	Cost tracking					