[](https://www.smartsheet.com/try-it?trp=11799&utm_source=integrated-content&utm_campaign=/content/ms-word-project-plan-templates&utm_medium=Project+Plan+Example+doc+11799&lpa=Project+Plan+Example+doc+11799)**PROJECT PLAN TEMPLATE – EXAMPLE**

|  |  |  |  |
| --- | --- | --- | --- |
| PROJECT NAME |  | PROJECT MANAGER |  |
| PROJECT DELIVERABLE |  | | |
| SCOPE STATEMENT |  | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| START DATE | 01/02/20XX | END DATE | 03/26/20XX | PROJECT DURATION in days | 85 | OVERALL PROGRESS | 37% |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **WBS No.** | **TASK NAME** | **RESOURCE ASSIGNED** | **START  DATE** | **END  DATE** | **DURATION**  in days | **STATUS** |
| **1** | **PROJECT CONCEPTION AND INITIATION** |  | **01/02** | **02/09** | **39** | **Complete** |
| 1.1 | – Project Charter | Chloe L. | 01/02 | 01/11 | 10 | Complete |
| 1.1.1 | –– Project Charter Revisions | Kennedy K. | 01/07 | 01/11 | 5 | Complete |
| 1.2 | – Research | Alex B. | 01/10 | 02/23 | 45 | Complete |
| 1.3 | – Projections | Frank M. | 01/10 | 01/20 | 11 | Complete |
| 1.4 | – Stakeholders |  | 01/16 | 01/29 | 14 | Complete |
| 1.5 | – Guidelines | Kennedy K. | 01/19 | 02/01 | 14 | Complete |
| 1.6 | – Project Initiation | Jacob V. | 01/22 | 02/09 | 19 | Complete |
| **2** | **PROJECT DEFINITION AND PLANNING** |  | **01/28** | **02/14** | **18** | **In Progress** |
| 2.1 | – Scope & Goal Setting | Frank M. | 01/28 | 02/06 | 10 | Overdue |
| 2.2 | – Budget | Jacob V. | 01/31 | 02/02 | 3 | On Hold |
| 2.3 | – Communication Plan | Valerie C. | 02/04 | 02/12 | 9 | In Progress |
| 2.4 | – Risk Management | Chloe L. | 02/06 | 02/14 | 9 | Complete |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **WBS No.** | **TASK NAME** | **RESOURCE ASSIGNED** | **START  DATE** | **END  DATE** | **DURATION**  in days | **STATUS** |
| **3** | **PROJECT LAUNCH & EXECUTION** |  | **02/18** | **03/26** | **38** | **In Progress** |
| 3.1 | – Status & Tracking | Rebecca H. | 02/18 | 02/20 | 3 | In Progress |
| 3.2 | – KPIs | Chloe L. | 02/18 | 02/23 | 6 | In Progress |
| 3.2.1 | –– Monitoring | Frank M. | 02/18 | 02/26 | 9 | In Progress |
| 3.2.2 | –– Forecasts | Alex B. | 02/21 | 02/23 | 3 | Not Started |
| 3.3 | – Project Updates | Emily H. | 02/22 | 02/23 | 2 | Not Started |
| 3.3.1 | –– Chart Updates | Kennedy K. | 02/25 | 03/26 | 31 | In Progress |
| **4** | **PROJECT PERFORMANCE / MONITORING** |  | **02/25** | **03/26** | **31** | **In Progress** |
| 4.1 | – Project Objectives | Kennedy K. | 02/25 | 02/28 | 4 | In Progress |
| 4.2 | – Quality Deliverables | Alex B. | 02/26 | 03/03 | 7 | On Hold |
| 4.3 | – Effort & Cost Tracking | Jacob V. | 02/25 | 03/06 | 11 | Not Started |
| 4.4 | – Project Performance | Chloe L. | 03/03 | 03/26 | 24 | Not Started |

|  |
| --- |
| **DISCLAIMER**  Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk. |