**PROJECT PLAN TEMPLATE – EXAMPLE**

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| --- | --- | --- | --- |
| 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 |

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| --- | --- | --- | --- | --- | --- | --- |
| **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 |

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