

Project Plan

1. Project Overview

| | |
|-----------------|--------------------------------------|
| Project name | {{Project name}} |
| Sponsor | {{Sponsor / decision-maker}} |
| Project manager | {{Project manager}} |
| Start date | {{Start date}} |
| Target end date | {{Target end date}} |
| Status | {{Not started / On track / At risk}} |

Keep this block on page one so anyone can see the project, its owner, and where it stands at a glance. Name one accountable project manager and one sponsor who can unblock decisions.

2. Objectives & Success Criteria

- {{Primary objective — a measurable outcome with a date, e.g. "Launch the new website by Sept 30 with a sub-3s load time"}}
- {{Business reason this project exists — the problem it solves or the result it delivers}}
- {{Success metric #1 — how you will measure that the objective was met}}
- {{Success metric #2 — a second number that proves the result}}

Write objectives you can measure — “launch the new checkout by Q3 with under 1% error rate”, not “improve checkout”. If you cannot tell whether it is done, rewrite it.

3. Scope

In scope

- {{Work this project will deliver — be specific about deliverables and audiences}}
- {{Second deliverable or workstream that is clearly included}}
- {{Systems, pages, or teams this project will touch}}

Out of scope

- {{Work people will assume is included but is not — name it to prevent scope creep}}
- {{A phase or feature deliberately deferred to a later project}}
- {{Ongoing/operational work that continues outside this project}}

Naming what is out of scope is what actually prevents scope creep. Be explicit about the work people will assume is included but is not.

4. Milestones & Timeline

| Milestone | Owner | Target date | Status |
|---|---------------------|-----------------|-------------|
| {{Kickoff / plan approved}} | {{Project manager}} | {{Target date}} | Not started |
| {{Phase 1 complete — first reviewable deliverable}} | {{Owner}} | {{Target date}} | Not started |
| {{Build / production complete}} | {{Owner}} | {{Target date}} | Not started |
| {{Go-live / launch}} | {{Owner}} | {{Target date}} | Not started |

Milestones are checkpoints, not tasks — a handful of dates that prove the project is moving. Each should be a clear “done / not done”, with one owner.

5. Tasks & Work Breakdown

| Task | Owner | Start | Due | Status |
|---|-----------|-----------|---------|-------------|
| {{Task — small enough to finish in a week or less}} | {{Owner}} | {{Start}} | {{Due}} | Not started |
| {{Next task in the sequence}} | {{Owner}} | {{Start}} | {{Due}} | Not started |
| {{Dependent task — starts after the one above is done}} | {{Owner}} | {{Start}} | {{Due}} | Not started |
| {{Review / sign-off task before the milestone}} | {{Owner}} | {{Start}} | {{Due}} | Not started |

Break the work into tasks small enough to track in a week or less. Give each an owner and a due date; a task with no owner will not happen.

6. Roles & Responsibilities

| Role | Name | Responsibility |
|----------------------------|----------|--|
| Project manager | {{Name}} | Owns the plan, schedule, and status reporting |
| Sponsor | {{Name}} | Approves scope and budget; removes blockers |
| {{Delivery lead / role}} | {{Name}} | {{The deliverable this person is accountable for}} |
| {{Reviewer / stakeholder}} | {{Name}} | Reviews and signs off before launch |

Assign responsibilities to roles so the plan survives a team change. Be clear who decides, who does the work, and who needs to be kept informed.

7. Risks & Mitigation

| Risk | Impact | Likelihood | Mitigation | Owner |
|---|----------------------|----------------------|---|-----------|
| {{Risk that would actually derail the project}} | {{High / Med / Low}} | {{High / Med / Low}} | {{The action you will take to prevent or contain it}} | {{Owner}} |
| {{A dependency or resource risk}} | {{High / Med / Low}} | {{High / Med / Low}} | {{Mitigation}} | {{Owner}} |
| {{A schedule or scope risk}} | {{High / Med / Low}} | {{High / Med / Low}} | {{Mitigation}} | {{Owner}} |

List the few risks that would actually derail the project, rate impact and likelihood (High/Med/Low), and name the action and the owner. Review this table at every status check.

8. Budget

| Item | Estimate | Actual |
|---|--------------|------------|
| {{Labor — internal or contractor effort}} | {{Estimate}} | {{Actual}} |
| {{Tools, licenses, or services}} | {{Estimate}} | {{Actual}} |
| Contingency | {{Estimate}} | {{Actual}} |

Estimate the main cost lines and add a contingency for the unknowns. If your project has no budget, keep the

section and write "N/A" — reviewers expect to see it.

9. Approval

| Project Manager Name: _____ Signature: _____ Date: _____ | Sponsor Name: _____ Signature: _____ Date: _____ |
|---|---|

Both sign-offs confirm the plan, scope, and budget are agreed before work starts.