[Company name]

*How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue **[field]** until no blue remains. Add or remove table rows to fit your needs. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.*

Project Plan

Lean one-page plan - pin it up, share it in chat, work from it.

Project: **[Project name]** · Document: **[Title of this document]** · Sponsor: **[Name and role of the project sponsor]** · Date: **[Date of this document]** · Version: **[Version number of this document]**
Prepared by: **[Name and role of the person who prepared this document]** · Project manager: **[Name and role of the project manager]** · Charter: **[Charter reference number]** · Baseline: **[Date on which this plan baseline was approved]**

GOAL

[Summary of the project, its purpose, and the outcome it must deliver]
Objectives: **[Measurable objectives for this project, each with its measure, target and date]**
Success looks like: **[Criteria by which the finished project will be judged a success]**

SCOPE

In scope: **[Area of work included in this project]**; **[Area of work included in this project]**. Out of scope: **[Area of work explicitly excluded from this project]**; **[Area of work explicitly excluded from this project]**.

DELIVERABLES

Work package	Deliverable	Owner
[Work package reference] - [Work package]	**[Deliverable of this work package]**	**[Name and role of the owner of this work package]**
[Work package reference] - [Work package]	**[Deliverable of this work package]**	**[Name and role of the owner of this work package]**
[Work package reference] - [Work package]	**[Deliverable of this work package]**	**[Name and role of the owner of this work package]**

MILESTONES

Milestone	Owner	Start	End
[Phase or milestone]	**[Name and role of the owner of this milestone]**	**[Planned start date of this phase or milestone]**	**[Planned completion date of this phase or milestone]**
[Phase or milestone]	**[Name and role of the owner of this milestone]**	**[Planned start date of this phase or milestone]**	**[Planned completion date of this phase or milestone]**
[Phase or milestone]	**[Name and role of the owner of this milestone]**	**[Planned start date of this phase or milestone]**	**[Planned completion date of this phase or milestone]**

PLAN FACTS

Budget: **[Total budget for the project]** · Contingency: **[Contingency amount and the approval needed to draw on it]** · Tracking: **[How spend is tracked against this budget and how often it is reviewed]**
Assumptions: **[Assumptions this plan relies on]** · Constraints: **[Constraints limiting this project]**
Critical path: **[Sequence of work that determines the earliest completion date, and any float held]**
Dependencies: **[Dependencies on other work, suppliers or decisions, and the date each is needed by]**
Escalation: **[Escalation path for issues the team cannot resolve, and the timescale for a decision]**
Decisions: **[Role on this project]** - **[Decisions this role may take]** · **[Role on this project]** - **[Decisions this role may take]** · **[Role on this project]** - **[Decisions this role may take]**
Comms: **[Audience for this communication]** - **[Information shared with this audience]** (**[Method of communication]**, **[Frequency of this communication]**; owner: **[Name and role of the owner of this communication]**)
Change control: **[How a change is requested, assessed for scope, time, cost, quality and risk, approved, and recorded in the baseline]** · Closure: **[Conditions that must be met before this project may be closed]** · Done means: **[Standard a piece of work must meet before it counts as finished]**