

Project Plan Template



PROJECT OVERVIEW

PROJECT SCHEDULE

Phase	Tasks/ Deliverables	Timeline
Planning	Task 1, Task 2	Week 1-2
Execution	Task 3, Task 4	Week 3-6
Monitoring & Control	Task 5	Week 7-8
Closure	Task 6	Week 9-10

RESOURCES AND BUDGET

RESOURCE ALLOCATION

Team Member	Role	Responsibility
Name	Project Manager	Overall coordination
Name	Developer	Software Development
Name	Analyst	Data Analysis

RISK MANAGEMENT

RISK IDENTIFICATION

Risk	Impact	Mitigation Strategy
Budget Overrun	High	Regular financial monitoring
Resource Shortage	Medium	Contingency staffing plan

COMMUNICATION PLAN

STAKEHOLDER COMMUNICATION

Stakeholder	Communication Method	Frequency
Project Sponsor	Weekly Status Reports	Every Friday
Team Members	Daily Standups	Every Morning



EXCELERATE

CONSULTING 

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