



# Project Plan Template

**Title:**

Project Owner  
Project Status  
Project Date  
Updated

**Objective/s** (Identifying the S.M.A.R.T. aims of your project):

- 1.
- 2.
- 3.

**Start Date:** \_\_\_\_\_ **End Date:** \_\_\_\_\_

## The 7 Project Foundation Boxes

<b>Why</b> (Reasons why you are doing this project & the impact of not doing it):	<b>Money &amp; Scope</b> (In, out and considered):	<b>Risks &amp; Dependencies</b> (Ranked in order):	<b>Resources &amp; Communication</b> (ARCI):

Implementation	Phases (Project Chunks)	Milestones (Result wanted)	Actions (One phase at a time)	Who	When w/c
	P1	M1	1		
			2		
	P2	M2	3		
			4		
	P3	M3	5		
			6		
	P4	M4	7		
8					
P5	M5	9			
		10			
P6	M6	11			
		12			
P7	M7	13			
		14			

**Ways of Working**  
(Frequency and how):