BUSINESS NAME

Project Title

Project Plan

Work Breakdown Structure: *list the important work activities or tasks that need to be accomplished. Alternatively you can list the outputs that the project must deliver before it can be considered to have been completed.*

Schedule: *break the project into key stages and schedule all important activities including any milestones you may decide upon.*

Roles & Responsibilities: *who is doing what and when and how and who is checking it has been done?*

Resources: *what do you have available to you to support your project and what else will you need?*

Budget: *what is it going to cost?*

Monitoring: *how will you know if the project is on track and will be able to deliver the specified outputs on time?*

Risks and Opportunities: *outline some of the key opportunities available to your project and balance this with the risks that may impact on your ability to deliver the project. You could use a SWOT analysis and agree to review this at key stages of the project as a means of keeping track of changes to the project.*