

Template:Project plan

Driver	Approver	Contributors	Stakeholder

Project name	
Objective	
Due date	
Key outcomes	
Status	

Objective

Provide context on this project and explain how it fits into your organization's strategic goals. Include the hypothesis that's driving your work ("We think X will do Y, and we'll know we've succeeded if Z").

Scope

Must have

- Add your project's core requirements

Nice to have

- Add anything you want but don't strictly need

Not is scope

- Add anything you don't want to include

Milestones and deadlines

Requirement	Owner	Deadline	Status	Notes
e.g., Finalize designs for v1				

Reference materials

Add links to relevant research and any other key documents