[Project] | Project Plan
2019-11-07 [Include date of last revision]

Project Team
Member 1
Member 2
Member 3, Project lead
[Consider including affiliation, to make stakeholder representation explicit]

Project Summary/Background
[This section answers the question “Why this project?”]

Scope of Work
[What will you do? What won’t you do that others might expect?]

External Requirements for Success
[List any obstacles here. Administrator buy-in? Required budget? This section lets you clarify your needs.]

Project Deliverables
[What concrete things will the project produce? Documentation, datasets, reports, etc. Be as specific as possible.]

Project Timeline/Project Milestones
[Cf. Project Calendar Template. This section is often broken out into a separate document for easier project tracking.]

Notes/Other/Resources/Appendices
[Include these sections as needed.]