[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.]