Project Plan Template – Simple

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| --- | --- |
| **Project:** |  |

|  |  |
| --- | --- |
| **Dates:** |  |

**This project will be a success if:**

**We will coordinate and communicate along the way by:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Area of Work***(“Stream”)* | **Steps** | **Due Date** | **Stakeholders / MOCHA** | **Status/Notes** |
| **Overall** |  |  |  |  |
|  |  |   |  |
|  |  |  |  |
| **Milestone / Sub-Project #1**  |  |  |   |  |
|  |  |   |  |
|  |  |   |  |
| **Milestone / Sub-Project #2** |  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Post Project** *(wrap-up, debrief, follow-up)* |  |  |  |  |
|  |  |  |  |
|  |  |  |  |