

PROJECT:

TEAM:



EXTERNAL MILESTONES

List the key dates and events that frame the overall timeline of the project.

EXTERNAL (not flexible)
Deadlines, Presentation dates etc.

TIMELINE

INTERNAL (flexible)

What is the goal and what is the purpose of it?

Which activities need to be executed in order to reach this goal?

How can the success of the goal be measured?



TEAM

List the team members and the most important stakeholders involved in the project. Discuss their role and activities in the project.

ROLE

ACTIVITIES

ROLE

ACTIVITIES

ROLE

ACTIVITIES

ROLE

ACTIVITIES

ROLE

ACTIVITIES

ROLE

ACTIVITIES



PRIMARY STAKEHOLDERS

ROLE:

ACTIVITIES:

ROLE:

ACTIVITIES:

ROLE:

ACTIVITIES:



ASSUMPTIONS

What assumptions are we basing our plan on?
What do we need to find out?