

Project Plan Worksheet

Project Manager		Team Members		Date	
Project Name/Topic					
Objective statement (What is the purpose or reason for the project?)					
Desired outcome (What will indicate successful implementation of the plan?) (these should be quantifiable measurements)					
1.					
Action plan (How will the objective be accomplished?) (Use the Plan-Do-Check-Adopt approach) The desired outcome will be accomplished by carrying out the following:					
A. Define project resource requirements _____ } Plan					
B. Establish project timeline _____ } Do					
C. Execute plan _____ } Check					
D. Monitor activities to plan _____ } Adopt					
E. Adjust activities to fulfill plan objectives _____ } Adopt					
A. Resources required for the project (What are the physical and human resources needed for the project?)					
B. Project timeline (What actions need to take place?)			C. Plan execution (date & person)		
Activity			When	Who	
1.					
2.					
3.					
4.					
D. Monitor success (What demonstrates that the desired outcome has been satisfied?)					
Performance measure				Observation	
1.					
2.					
3.					
4.					
E. Adjustments needed for successful completion (What is required to ensure the desired outcome is achieved?)					
Notes					