

Project Work Plan

You may be asked to lead a project, or you may have an idea for a project that you would like to do. This template will help you think through the process for projects that have an impact on a team, unit, section or program wide. Before starting a project, please get supervisor permission.

Name of project:

Project Lead(s):

Purpose statement/short description of project:

Target Completion Date:

Audience/end user:

Process:

- Who do you need input from?
- How will you get the input?
- How will you give feedback if you get input?
- What level of management review do you need?
- How will this be implemented when completed?
- How will you communicate/present your project?
- Is this project a one-and-done or on-going? If on-going, what is schedule for review and update or how will it be maintained and by whom?

Project Timeline:

