**** PROJECT PLAN TEMPLATEPART**1 -

Project name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Project manager:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Project Details** |
| **Project description:**(specific details e.ge. project inclusions and exclusions) |  |
| **Project objective:**(What does the project aim to achieve? Why isthe project needed? What are the benefits?)  |  |
| **Time, cost and other constraints:** |  |
| **Assumptions:**  |  |
| **Stakeholders:** |  |

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| **Project Timeframes** |
| **Start Date:**  |  |
| **Finish Date:**  |  |

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| **Project Milestones** |
| **Milestone** | **Whom** | **Date** | **Status** |
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| **Project Budget** |
|  | **Amount** | **Balance** |
| **Income**  |  |  |
| **Funding**  |  |  |
| **Expenditure**  |  |  |

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| **Risk Management**  |
| **Risk** | **Priority** | **Action** |
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| **Negotiable** | **Non Negotiable** |
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| **Review Evaluation Process** |
| **Item**  | **Recommendation**  |
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