**** 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 is  the 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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