



# Template: Project Plan

Use this template to assist in your project planning. [Learn more](#) about this template.

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Be sure to check out the [Project Plan: Product Feature Launch](#) template example to guide your project plan.

**Project name:** [Include your project name here]

**Mission:** [Type in an overview of your company's mission and where the project fits in]

**Completion date:** [Date of when you anticipate your project to be completed]

## Summary

[Identify business opportunities and answer the “why?” of the project.]

## Goals & KPIs

[How do you plan to measure the project's success?]

- [Objective 1]
  - [KPI metric]
- [Objective 2]
  - [KPI metric]
- [Objective 3]
  - [KPI metric]

## Timeline

[Include a step-by-step timeline that includes important deadlines throughout the project]



- **[Project milestone/benchmark 1]**
  - [Stakeholders & deliverables]
- **[Project milestone/benchmark 2]**
  - [Stakeholders & deliverables]
- **[Project milestone/benchmark 3]**
  - [Stakeholders & deliverables]

## **Success metrics**

[State the project metrics and how they will be measured.]

## **Resources**

[Send stakeholders to other relevant sources for information related to the project.]

## **Project Leads**

[Who are the stakeholders, project leadership, etc.?.]