

Project Plan Template

**COMPANY NAME HERE**

**DATE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

A project plan is prepared for solid planning and completion of each project. Project planning and execution model is appropriate for smaller projects done within a department where most of the team members are subordinates of the project sponsor.

**ROJECT PLAN**

**PROCESS PLAN OF PROJECT**

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**PROJECT ORGANIZATION**

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**PROJECT OVERVIEW**

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Project Name here

**SUPPORTING PROCESS PLAN**

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**TECHNICAL PROCESS PLAN**

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**ADDITIONAL PLANS**

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Project Name here

**Approval Signatures**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
APPROVED BY

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
APPROVED BY

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
PREPARED BY

**Annex B**

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**Annex A**

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Project Name here