Project Management Plan

ID Project Title:

1. **Clients & Stakeholders:**
2. **Target Audience:**
3. **Project Goal & Scope:**
4. **Project Timeline & Process** Start Date: End Date:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No.** | **ID Activities** | **Deliverables** | **Duration** | **Start Date** | **End Date** | **Status** |
|  |  |  |  |  |  |  |
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# Resources & Constraints:

1. **Budget:**

# Project Team Members:

|  |  |  |
| --- | --- | --- |
| **Name** | **Roles** | **Responsibilities** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. **PM Strategies &** **Meeting Schedules**

Decision -Maki ng Process:

Frequency of Meetings:

Methods and Tools of Communication:

Meeting Schedule:

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Time** | **Location/Tool** | **Objectives & Attendees** |
|  |  |  |  |

# ID Process Evaluation Plan: