

Project Plan — Template

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Use this as a printable template. Keep the editable master in SharePoint.

Project Details

- Title: _____
- Date/Time Window: _____
- Location/Zone(s): _____
- Scope: steps, chemicals, equipment

Crew

- Names/Roles: _____

Safety

- PPE, barricades/signage, permits: _____

Success Criteria

- What “done” looks like: _____

Photos

- Before / After attached: _____