

**REQUIRED CONTENTS OF PROJECT PLAN** (Due on Sunday, 13th September):

- Project background
- Project goals and objectives
- Project scope and expectations
- Project deliverables
- Project timeline (Gantt Chart)

**MARKING CRITERIA:**

Key Contents	Description	Marks
Project background	Project title, brief background of organization and the project, and project problem (1-2 pages)	5
Project goals and objectives	Provide a meaningful project goal and 3-5 project objectives.	10
Project scope and expectations	Clear project scope and expectations by clients.	10
Project deliverables	List key deliverables	5
Project timeline (Gantt Chart)	Detailed schedule Proper sequencing and task Dependencies	20
Total		