Project Plan Template Example
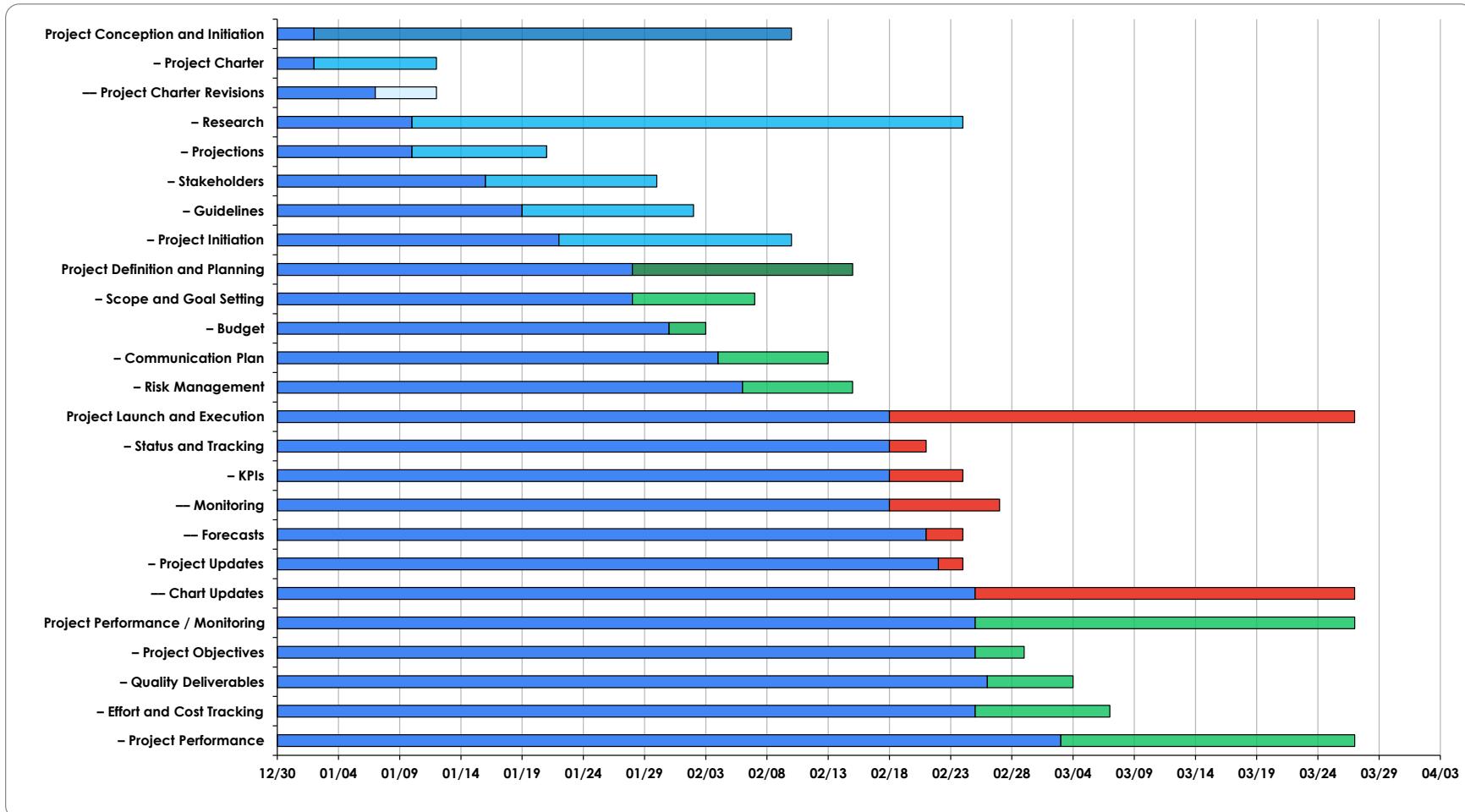
Project Title		Start Date		
Project Kelurahan Cikoko Computing Operations & Implementation Plan		10/01		Project Duration
Project Manager		End Date		in days
Bimas Buky		01/28		120

WBS No.	Task name	Status	Assigned To	Start Date	End Date	Duration (in days)	Comments
1	Project Conception and Initiation			01/02	02/09	39	
1,1	– Project Charter	Complete		01/02	01/11	10	
1.1.1	— Project Charter Revisions	Complete		01/07	01/11	5	
1,2	– Research	Complete		01/10	02/23	45	
1,3	– Projections	Complete		01/10	01/20	11	
1,4	– Stakeholders	Complete		01/16	01/29	14	
1,5	– Guidelines	Complete		01/19	02/01	14	
1,6	– Project Initiation	Complete		01/22	02/09	19	
2	Project Definition and Planning			01/28	02/14	18	
2,1	– Scope and Goal Setting	Complete		01/28	02/06	10	
2,2	– Budget	Complete		01/31	02/02	3	
2,3	– Communication Plan	Complete		02/04	02/12	9	
2,4	– Risk Management	Complete		02/06	02/14	9	
3	Project Launch and Execution			02/18	03/26	38	
3,1	– Status and Tracking	In Progress		02/18	02/20	3	
3,2	– KPIs	In Progress		02/18	02/23	6	
3.2.1	— Monitoring	In Progress		02/18	02/26	9	
3.2.2	— Forecasts	Not Started		02/21	02/23	3	
3,3	– Project Updates	Not Started		02/22	02/23	2	
3.3.1	— Chart Updates	In Progress		02/25	03/26	31	
4	Project Performance / Monitoring			02/25	03/26	31	

Status
Not Started
In Progress
Complete
On Hold

4,1	– Project Objectives	In Progress		02/25	02/28	4
4,2	– Quality Deliverables	On Hold		02/26	03/03	7
4,3	– Effort and Cost Tracking	Not Started		02/25	03/06	11
4,4	– Project Performance	Not Started		03/03	03/26	24
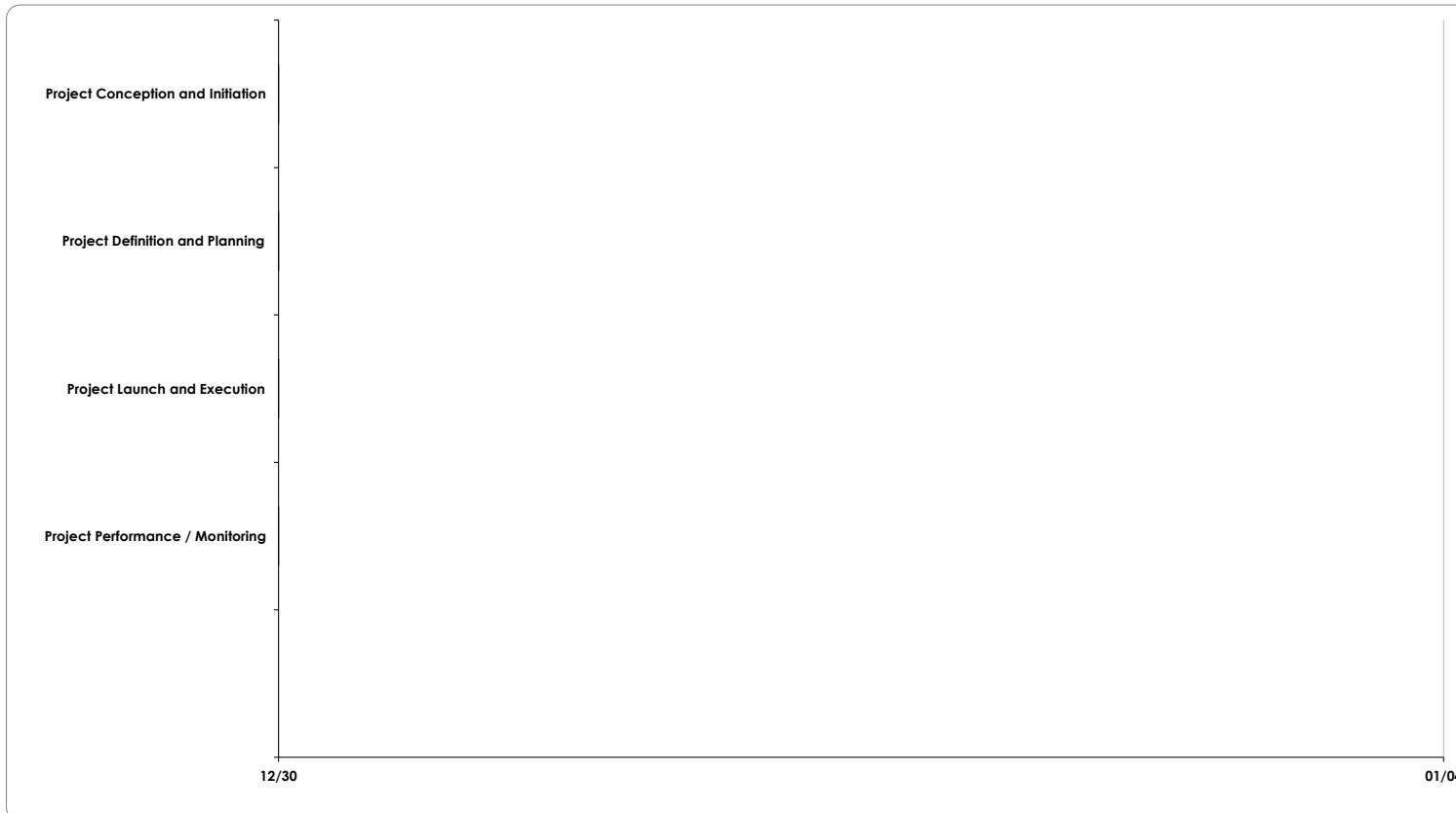
Project Plan Template
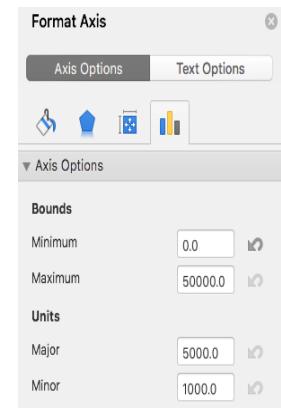
Project Title

Start Date

Project Duration

Project Manager

End Date

in days

1

WBS No.	Task name	Status	Assigned To	Start Date	End Date	Duration (in days)	Comments
1	Project Conception and Initiation					1	
2	Project Definition and Planning					1	
3	Project Launch and Execution					1	
4	Project Performance / Monitoring					1	

Status
Not Started

Double-click Horizontal (Value) Axis to format Bound Minimum and Bound Maximum settings under Axis Options.* Delete any unpopulated rows in your table.*

Format Axis

Axis Options	Text Options

▼ Axis Options

Bounds

Minimum   0.0

Maximum   50000.0

Units

Major   5000.0

Minor   1000.0

Project Conception and Initiation

Project Definition and Planning

Project Launch and Execution

Project Performance / Monitoring

12/30

01/04