

Project Plan Template SOP Kit

Project Plan Template — Starter Kit (BlueOak Digital)

Quick Start

- Define your objective in one sentence.
- List 3 success metrics.
- Fill the template on the next page before you start.

Core Template Columns

- Task | Owner | Start | End | Status | Notes

Common Pitfalls & Fixes

- Scope creep → Freeze scope; backlog new ideas.
- No owner → Assign a DRI; use initials.
- No deadlines → Add start/end; weekly review.

7-Day Action Plan

- Day 1: Objectives & metrics.
- Day 2: Fill template.
- Day 3–5: Execute.
- Day 6: Review metrics.
- Day 7: Retro & improvements.

Pro Tips

- Keep fields minimal.
- Batch updates once daily.
- Archive done items weekly.