PROJECT PLAN

Project Summary	Brief statement of the goal(s), key deliverables, and timeframe

people

Project Team	Name (role) - primary tasks
Stakeholders	Name (role) - what their stake is and what they need to know

project scope

Problem Statement	Question or challenge that the project will address
Purpose/Goal(s)	High-level outcome (what the change will be)
Objectives/Output	Specific, measurable outcomes (evidence or drivers of the change)

project limits

Timeframe	Project start and end dates
Key Dates	Major milestones or significant deadlines
Resources	What the team can draw on (tools, expertise) to help with time or budget constraints
Budget	Specific funds available to the team

post-project

Access	Location of the project materials and outcomes, if applicable, and how to access them (e.g., login information; URL)
Permissions	Any limitations on re-use or access to the project materials and outcomes
Documentation	List of specific documentation provided (e.g., interview protocols; permission forms) and where to access