

Project Management Templates

Complete Template Collection

Project Plan Template

PROJECT PLAN TEMPLATE

Project Title: [Project Name]

Project Manager: [Name]

Start Date: [Date]

End Date: [Date]

1. PROJECT OVERVIEW

- Project Objectives
- Success Criteria
- Key Deliverables

2. SCOPE

- In Scope
- Out of Scope
- Assumptions
- Constraints

3. TIMELINE

- Major Milestones
- Key Dependencies
- Critical Path

Project Timeline Template

Task, Start Date, End Date, Duration, Assignee, Status

Project Initiation, 2024-01-01, 2024-01-07, 7, Project Manager, Completed

Requirements Gathering, 2024-01-08, 2024-01-21, 14, BA Team, In Progress

Design Phase, 2024-01-22, 2024-02-11, 21, Design Team, Not Started

Development, 2024-02-12, 2024-03-25, 42, Dev Team, Not Started

Testing, 2024-03-26, 2024-04-15, 21, QA Team, Not Started

Deployment, 2024-04-16, 2024-04-23, 7, Ops Team, Not Started

Risk Assessment Template

RISK ASSESSMENT TEMPLATE

Risk ID: R001

Risk Description: [Clear description of the risk]

Category: [Technical/Resource/Schedule/Cost/Scope]

Probability: [High/Medium/Low]

Impact: [High/Medium/Low]

Risk Level: [Calculate based on probability & impact]

Mitigation Strategy:

- Preventive Actions
- Contingency Plans
- Risk Owner
- Timeline for Actions

Status: [Open/In Progress/Closed]