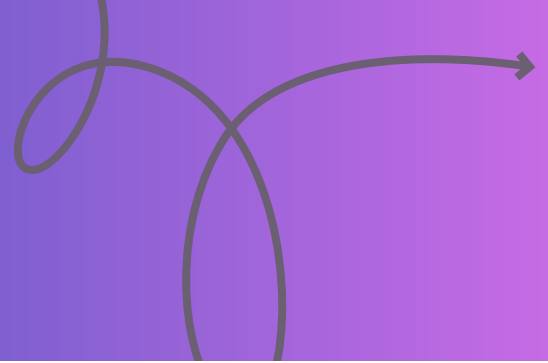# Project
Management Plan

Executive summary

A project plan contains the information needed to successfully finish a project at a team, department, or company level. It details the project's scope, timelines, possible risks, and budget, among others.

Goals	Objectives
What are the long-term achievable outcomes of your project?	What are the short-term measurable actions that will help you reach your goals?
Add as many goals as applicable	Add as many objectives as applicable

Scope

The scope outlines the project's boundaries and the readers' expectations.
It helps guide teams to accomplish their goals on time and within the set budget.

Deliverables

- ☐ What is the anticipated outcome of the project?
- ☐ What outputs are you promising to deliver during the course of the project?
- ☐ For example, specify the specs, aspect ratios, length of videos, and size of images
- ☐ Make sure your deliverables are properly measurable

Risks and alternatives

Create a risk management plan for your project to plan ahead and avoid as many obstacles as possible.

Risks	Alternatives
Share a potential risk the project may face. Examples include resource challenges, rising costs, and operational changes, among others.	For the project to proceed smoothly regardless of the identified risks, include alternatives. They may cover budget reallocation, contractor resourcing, and process audits, among others.
Add risks as applicable	Add alternatives per identified risk

Milestones

Milestones occur at different points during a project's timeline. They serve as reminders of what needs to be accomplished while the project is up and running. Milestones contribute to the end goal of projects, so it's essential to be as detailed as possible.

| Milestones	Status	Timeline
What is a key stage of the project?	Done ⌄	Jul 17, 2030 to Aug 14, 2030
What needs to be accomplished during this stage?	Ongoing ⌄	Aug 14, 2030 to Sep 17, 2030
Have you prepared contingencies for potential blockers?	Blocked ⌄	Sep 17, 2030 to Oct 4, 2030

Timeline

Project timelines help keep track of the team's progress.

	July 17	August 14	September 17	October 4
Phase 1				
Phase 2				
Phase 3				
Phase 4				

Budget

Use a chart to visually display the breakdown of your budget allocation for this project.

Phase 5
10%

Phase 1
25%

Phase 2
10%

Phase 3
15%

Phase 4
40%
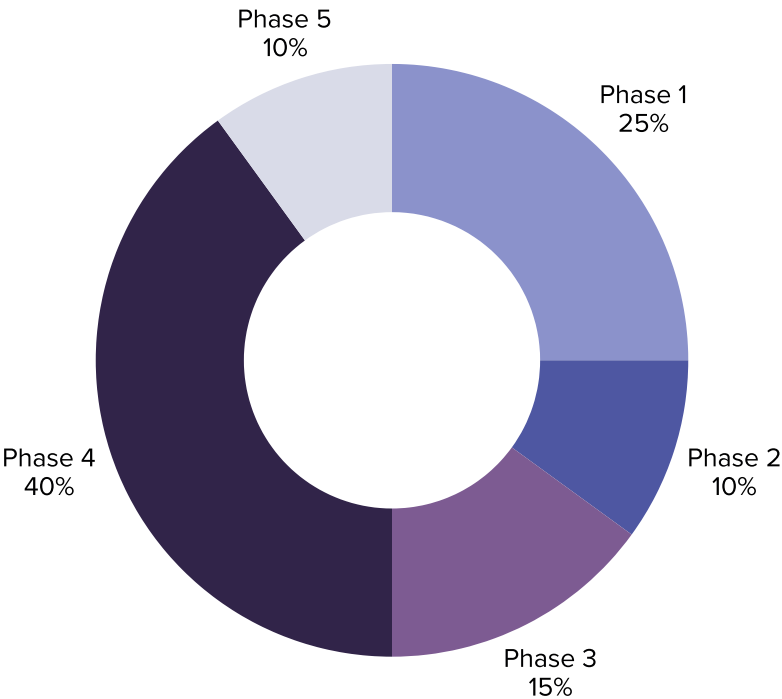
Contact information

For any inquiries on this project, reach out to:

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