


Activity Exemplar: Organize documents in a project plan  
Here is a completed exemplar along with an explanation of how the exemplar fulfills the expectations for the activity.

Completed Exemplar

To view the exemplar for this course item, click the link below and select “Use Template.”

Link to exemplar: [Project plan](#)  
OR

If you don't have a Google account, you can download the exemplar directly from the attachment below.

 [Activity Exemplar\\_ Project plan](#)  
[XLSX File](#)

Assessment of Exemplar

Compare the exemplar to your completed project plan. Review your work using each of the criteria in the exemplar. What did you do well? Where can you improve? Use your answers to these questions to guide you as you continue to progress through the course.

**Project details in the Dashboard tab:** The Dashboard includes a project title, project description, project owner(s), and status. These details help you, your team, and your stakeholders keep track of the project. The **Key Docs** may optionally include hyperlinks to each project resource. Organizing documents in this way can make it easier to search for important information. It also helps your team keep track of project deadlines, tasks, and key project goals.

**Document description:** The Dashboard includes brief, but specific, descriptions of each document. These descriptions provide context and help team members navigate the project plan.

**Document tabs:** The project plan includes tabs for all the main project documents. These tabs give your team easy access to important project files.

**(Optional) Shared folder:** The Dashboard tab may link to a shareable folder that contains all the project documents. This folder acts as a central resource for your team and important stakeholders.

**Accessibility:** Team members and stakeholders can access linked documents as Viewers or Commenters.

Remember, your project plan is a living document. You will update it regularly through the course of a project. You will add more documents and tabs as needed. You will also review your project plan regularly to make sure it is well-structured and organized for your team. Congratulations on completing your project plan. You've demonstrated critical project management skills by creating effective project documents and organizing them in a centralized plan. Your work in this course will help you demonstrate your new skills to potential employers.

✓ Completed