

Goals/Objectives:

Stakeholders

Stakeholder	What is success for them?	On board?	Role in Project

What does success look like?

Goals	KPIs or how you will measure

Project deliverables:

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Key Milestones:

Date	Milestone	Measurement (KPI)

Assumptions/Risks

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Resources Needed (Budget, People, Capabilities)

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Key Initiative (with Owner for Each):

Tasks, Owner, Due Date, Status

Managing Process (Example: Check-in 20 minute meeting each week):

Tool used for Project (Excel, Smartsheet, etc.):

Project Conclusion:

Key Learnings: what went well? What could have been improved?

Team Celebration