**Project Plan**

**Project Title:**

**Description: (**use summary document description)

**Actions:** List and organize all of the major activities that will be required to carry out the plan. List these actions. Consider the following: How to organize for project success; The specific actions that will be required to carry out the project; The sequence of activities of what should come first, second, together, etc.; The feedback or input that will be needed from others along the way; How to bring the project to closure.

**Milestones:** Identify and describe the key deliverables for this project. What should result from undertaking this idea?

**Metrics:** Identify and describe the indicators of success that should be used to track the progress of this project. The indicators can be quantitative or qualitative

**Timeline:** Suggest a generic schedule for rolling out the project, once it begins (month 1, month 2, etc.)

**Resources:** Identify and describe the investment that will be required to ensure successful completion of the project. For example, is one-time funding necessary, multi-year? Approximately what amount? Is there a known source of funds? What is it?

**Success Factors:** Identify and describe any other factors that will influence the likelihood of success.

**Suggested Project**

**Ownership:** List the organization that has the most direct responsibility for project execution