

## PROJECT PLAN

<b>Project Summary</b>	Brief statement of the goal(s), key deliverables, and timeline
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### *people*

<b>Project Manager</b>	Name of person responsible for project tracking & team communication
<b>Project Team</b>	Name (role) - primary tasks and responsibilities
<b>Stakeholders</b>	Name (role) - what their stake is and what they need to know

### *goals*

<b>Problem Statement</b>	Question or challenge that the project will address
<b>Purpose/Goal(s)</b>	High-level outcome (what the change will be)
<b>Objectives/Deliverables</b>	Specific, measurable outcomes (evidence or drivers of the change)

### *time + resources*

<b>Timeframe</b>	Project start and end dates
<b>Key Dates</b>	Major milestones or significant deadlines
<b>Resources</b>	What the team needs to do its work (information, tools, expertise, assistance), What may help with time or budget constraints
<b>Budget</b>	Specific funds available to the team

### *post-project*

<b>Access</b>	Location of project materials, documentation, and outcomes, if applicable, and how to access them (e.g., login information; URL)
<b>Permissions</b>	Any limitations on re-use of or access to the project materials and outcomes (e.g., copyright; license)
<b>Documentation</b>	List of specific documentation provided (e.g., interview protocols; permission forms) and where to access
<b>Dissemination</b>	Plan for sharing project outcomes with key audiences