# Project Plan

## Project Summary
Brief statement of the goal(s), key deliverables, and timeline

## People
- **Project Manager**: Name of person responsible for project tracking & team communication
- **Project Team**: Name (role) - primary tasks and responsibilities
- **Stakeholders**: Name (role) - what their stake is and what they need to know

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

## Time + Resources
- **Timeframe**: Project start and end dates
- **Key Dates**: Major milestones or significant deadlines
- **Resources**: What the team needs to do its work (information, tools, expertise, assistance), What may help with time or budget constraints
- **Budget**: Specific funds available to the team

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

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