

# Project Proposal

# <Project Name>

Prepared By [Your-business-Plan.com](http://Your-business-Plan.com)

DD/MM/YY

Based On Real Project Proposal Structure

<b>Project Name</b>	(Your-Business-Plan.com)
<b>Project Number / ID</b>	No. 02
<b>Project Owner/Client</b>	<Name>
<b>Region:</b>	Region Name
<b>Sector:</b>	Sector Name
<b>Country:</b>	Country Name
<b>Estimated start date:</b>	MM/DD/YY
<b>Estimated end date:</b>	MM/DD/YY
<b>Executing Agency / Organization:</b>	(Your-Business-Plan.com)
<b>Estimated budget</b>	Year One: \$700,000; Year Two: \$700,000; Total:\$1,400,000
<b>Description</b>	This is a sample text. You simply add your own text and description here. This text is fully editable. It can be replaced with your own style.





# Executive Summary

This section should include information for those readers who will not read the entire document but who will need a summary of the proposal. Although this section appears first in the document, it is usually written last.

# Executive Summary

Enter your subhead line here

This section should include information for those readers who will not read the entire document but who will need a summary of the proposal. Although this section appears first in the document, it is usually written last.

The summary should remain on a separate page and not exceed one page.

## **The summary should contain the following elements:**

- Brief identification and purpose of your organization
- The purpose and anticipated end result of this proposal
- The type and amount of support requested
- The total anticipated budget
- Other information you deem pertinent



# Executive Summary

Enter your subhead line here

The executive summary will be a brief introduction and justification of the proposal which needs to be shorter and more summarized when compared to an abstract. Most importantly, it should contain the problem (development challenge) which is the target of the project, and the solution to the problem in the proposed project; and other parts of the text will be written for enhancing and explaining the purposes of the two components. The attractive thinking will be maintained here to give reasons to the donors to finish reading of the whole proposal.

Ideally, a good summary will start with the problem and its impact to the society, the proposed solutions to the problem and their expected results, and the goal which the project will finally reach. A brief time frame will also help the donors to understand the need of the project. We may call the content of the executive summary as Why, How, and What: why you want to start the project to resolve what problem; how you plan to resolve the problem; and what goal you want to reach at the end of the project.

If it is uneasy to start writing a summary, you may try to use only one sentence to summarize each of those important sections in the proposal, and then try to organize them together to make the main problem and its solutions more clear and predominant. You may comment here that how competitive your solutions are compared to other existing projects. And then add in the goal and the time frame at the end.

# Executive Summary

Enter your subhead line here



## What Is The Service/Product/ Solution?

This is a sample text.  
You simply add your own  
text and description  
here.



## What Is The Core Problem You Are Solving?

This is a sample text.  
You simply add your own  
text and description  
here.



## What Is Your Big Vision?

This is a sample text.  
You simply add your own  
text and description  
here.



## What Is The Estimated Revenue?

**\$500K**



## What Is The Total Anticipated Budget?

**\$100K**

# Executive Summary

Enter your subhead line here

## The Problem Statement

Describes the specific problem or problems the project is trying to solve

## The Project's Objectives

- Describes what the long term benefits to the target group are.
- Enables you to understand what the core problem is and why the project is important.

## Key Project Activities

Describes in details activities and resource allocation.

## Risks/Issues

Summarize the most apparent risks associated with the project. Risks are defined as “any event which may adversely affect the ability of the solution to produce the required deliverables”.

## The Project Duration / Schedule

Describes project timeline (Start Date & End Date)

## The Total Project Budget

Summarize the project budget approved (within the Business Case)





# Needs/Problems

Identify the needs or problems to be addressed. Include the target population and any statistical information that you may have.



## What is The Main Problem?

Identify the needs or problems to be addressed. Include the target population and any statistical information that you may have.

Defining problems is simple and any difficulty that arises is because it requires patience, repetition and thorough examination. It is the most important element of critical thinking. You can define problems correctly in just three steps (**Problem Definition Filter**)

# Define The Problems/Needs

Explain the current problem – Problem worth solving

Defining problems is simple and any difficulty that arises is because it requires patience, repetition and thorough examination. It is the most important element of critical thinking. You can define problems correctly in just three steps (Problem Definition Filter)



## Explore the current situation

Paint a picture in words by including the “presenting problem,” the impact it is having, the consequences of not solving the problem, and the emotions the problem is creating for those involved.



## Explain

Once you have examined and clearly explained the situation, draft a simple problem statement by filling in the blank: The problem that we are trying to solve is: \_\_\_\_\_. Distill the problem to its simplest form possible.



## Ask yourself

Ask yourself. “Why is that a problem?” If the answer is another problem, then congratulate yourself for moving from the “presenting problem” to a deeper problem.

# Define The Problem

Explain the current problem – Problem worth solving



**Length of time needs/problems have existed**



**Whether problem has ever been addressed before, and what the outcome was**



**Impact of the problem to the target populations**



**Impact of problem to surrounding populations**

# Challenges & Solutions

Enter your subhead line here

## Problem #1

This is a sample text. You simply add your own text and description here. This text is fully editable.

## Solution #1

This is a sample text. You simply add your own text and description here. This text is fully editable.

## Problem #2

This is a sample text. You simply add your own text and description here. This text is fully editable.

## Solution #2

This is a sample text. You simply add your own text and description here. This text is fully editable.

## Problem #3

This is a sample text. You simply add your own text and description here. This text is fully editable.

## Solution #3

This is a sample text. You simply add your own text and description here. This text is fully editable.

# Challenges & Solutions

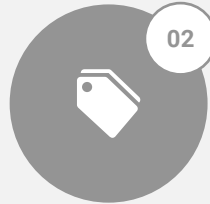
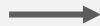
Enter your subhead line here

## Problem Description

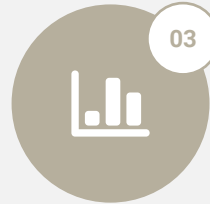
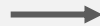
Defining problems is simple and any difficulty that arises is because it requires patience, repetition, and thorough examination.



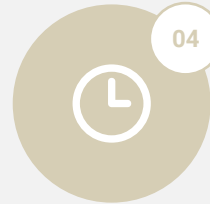
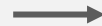
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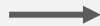
This is a sample text. You simply add your own text and description here.

## Solution Description

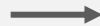
A business solution comes in terms of marketing, payroll, auditing, accounting market research, and analysis, among other essential business activities.



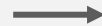
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This is a sample text. You simply add your own text and description here.



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This is a sample text. You simply add your own text and description here.

# Solution



## What is Our Solution?

A business solution is a combination of ideas used to help a company achieve its objectives. A business solution comes in terms of marketing, payroll, auditing, accounting market research, and analysis, among other essential business activities.

Businessmen set up companies to solve specific business problems.

They specialize in a given niche depending on the problems in the market. A business problem is a need that a company strives to provide.

# Our Solution

Explain the solution that your product / service will provide

## Solution #1

This is a sample text. You simply add your own text and description here.

## Solution #02

This is a sample text. You simply add your own text and description here.

## Solution t#03

This is a sample text. You simply add your own text and description here.



## Solution #04

This is a sample text. You simply add your own text and description here.

## Solution #05

This is a sample text. You simply add your own text and description here.

## Solution #06

This is a sample text. You simply add your own text and description here.



# How The Solution Works?

Explain the solution that your product / service will provide



## SOLUTION ONE

---

This is a sample text. You simply add your own text and description here. This text is fully editable.



## SOLUTION TWO

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This is a sample text. You simply add your own text and description here. This text is fully editable.



## SOLUTION THREE

---

This is a sample text. You simply add your own text and description here. This text is fully editable.



# Goals & Objectives

State the desired goals and objectives to address the needs/problems stated above. Also, include key benefits of reaching goals/objectives.

# SMART Goals

Enter your subhead line here



## SPECIFIC

Your goal should be clear and specific, otherwise you won't be able to focus your efforts or feel truly motivated to achieve it



## MEASURABLE

It's important to have measurable goals, so that you can track your progress and stay motivated.



## ATTAINABLE

Your goal also needs to be realistic and attainable to be successful. In other words, it should stretch your abilities but still remain possible.



## RELEVANT

This step is about ensuring that your goal matters to you, and that it also aligns with other relevant goals.



## TIME-BOUND

Every goal needs a target date. so that you have a deadline to focus on and something to work toward.

# Benefits of The Project

Enter your subhead line here



## Benefit One Key Title

This is a sample text. You simply add your own text and description here. This text is fully editable. It can be replaced with your own style.



## Benefit Two Key Title

This is a sample text. You simply add your own text and description here. This text is fully editable. It can be replaced with your own style.



## Benefit Three Key Title

This is a sample text. You simply add your own text and description here. This text is fully editable. It can be replaced with your own style.



# Goals & Objectives

Enter your subhead line here



# SMART Goals – Action Plan

Enter your subhead line here

Overall Goal	Deadline	Responsible	Achieved
Project sales 100%	DD/MM/YY	[Name]	Yes

Steps to Achieve this Goal	
1	....
2	....
3	....
4	....
5	....
6	....

# Goals & Objectives

Enter your subhead line here

Corporate Objectives	Functional Objectives
Increase Sales	Successfully launch five new products in the next two years
Reduce Costs	Increase factory productivity by 100% by 2020 (Operations)
Increase Cash Flow	Achieve a 95% level of high customer service
4 ...	...
5 ...	...
6 ...	...
7 ...	...

# Goals & Objectives – Benefit of The Project

Enter your subhead line here

## Goals & Objectives

01

### Specific & Measurable Goal #1

This is a sample text. You simply add your own text and description here.

02

### Specific & Measurable Goal #2

This is a sample text. You simply add your own text and description here.

03

### Specific & Measurable Goal #3

This is a sample text. You simply add your own text and description here.

04

### Specific & Measurable Goal #4

This is a sample text. You simply add your own text and description here.

## Benefit of The Project

01

### Benefit #1

This is a sample text. You simply add your own text and description here.

02

### Benefit #2

This is a sample text. You simply add your own text and description here.

03

### Benefit #3

This is a sample text. You simply add your own text and description here.

04

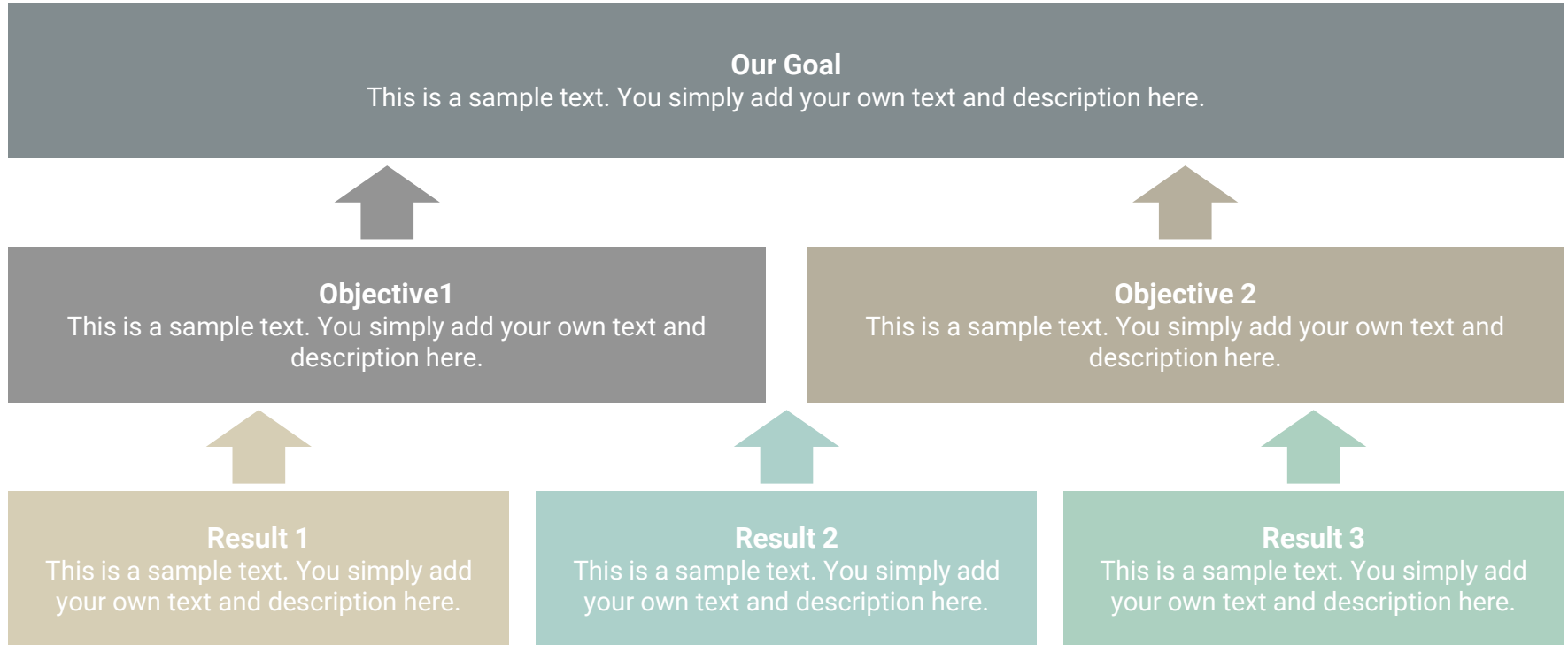
### Benefit #4

This is a sample text. You simply add your own text and description here.



# Relationship of a Goal, Objectives and Results

Enter your subhead line here





# Target Group & Market Analysis

- Provide detailed characteristics of the target group.
- Who will be the direct beneficiaries of the project
- What is the size and characteristics of the target
- group?

# Target Audience

Enter your subhead line here

## Behavioral

- **Brand Loyalty:** Your Text Here
- **Benefits Sought:** Your Text Here
- **User Status:** Your Text Here
- **Usage Rate:** Your Text Here
- **Occasion:** Your Text Here
- **Readiness To Buy:** Your Text Here

## Geographic

- **Region:** Your Text Here
- **Country:** Your Text Here
- **Population:** Your Text Here
- **Climate:** Your Text Here



## Demographic

- **Age:** Your Text Here
- **Gender:** Your Text Here
- **Nationality:** Your Text Here
- **Ethnicity:** Your Text Here
- **Occupation:** Your Text Here
- **Income:** Your Text Here
- **Family Size:** Your Text Here

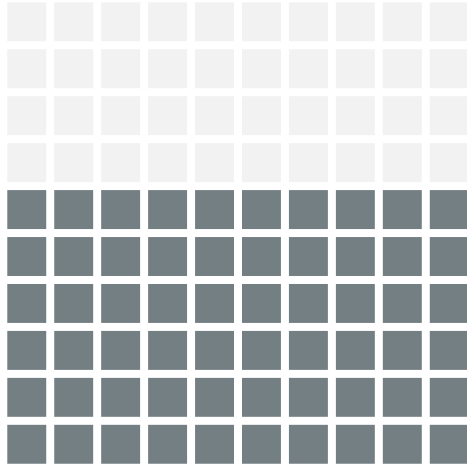
## Psychographic

- **Lifestyle:** Your Text Here
- **Personality:** Your Text Here
- **Values:** Your Text Here
- **Interest:** Your Text Here

# Target Audience - Market Overview

Enter your subhead line here

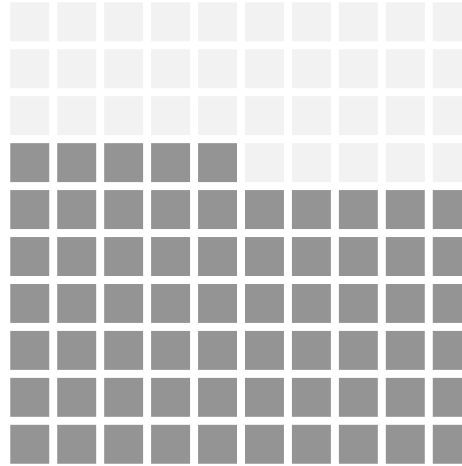
~60%



**Target Group 01**

This is a sample text. You simply add your own text and description here.

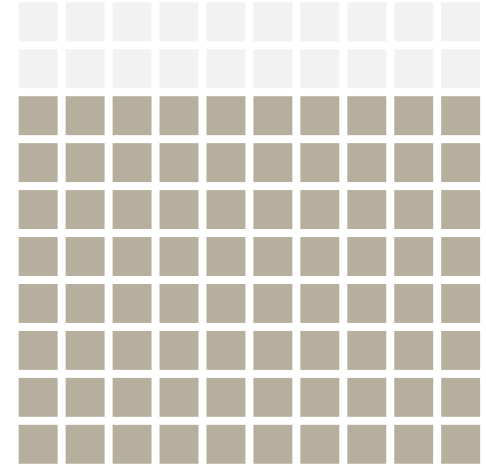
65%



**Target Group 02**

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80%

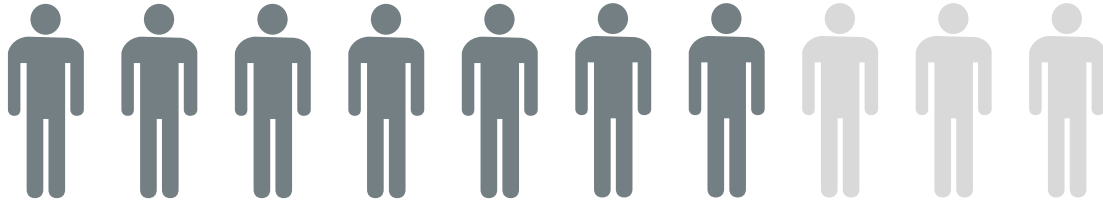


**Target Group 03**

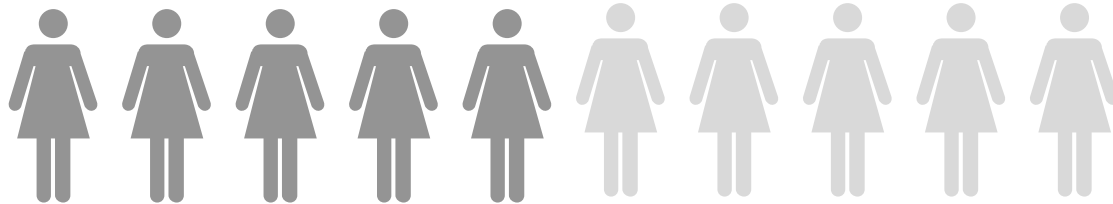
This is a sample text. You simply add your own text and description here.

# Target Audience - Demographic Comparison

Enter your subhead line here



70% | Male



50% | Female

How many potential customers do you estimate are in your target regions for this financial year? Briefly describe your target customers and any other distinguishing features, expanding on any of the areas you target

# Target Groups – Based on Types

Enter your subhead line here



**Individuals - 30% (\$22.5M)**



**Businesses - 80% (\$80.5M)**



**Families- 70% (\$70.5M)**



**Students- 60% (\$60.5M)**



**Other- 90% (\$50.5M)**



# Market Trends (Key Market Drivers)

Key Market Drivers



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here.

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You simply add your  
own text and description  
here.

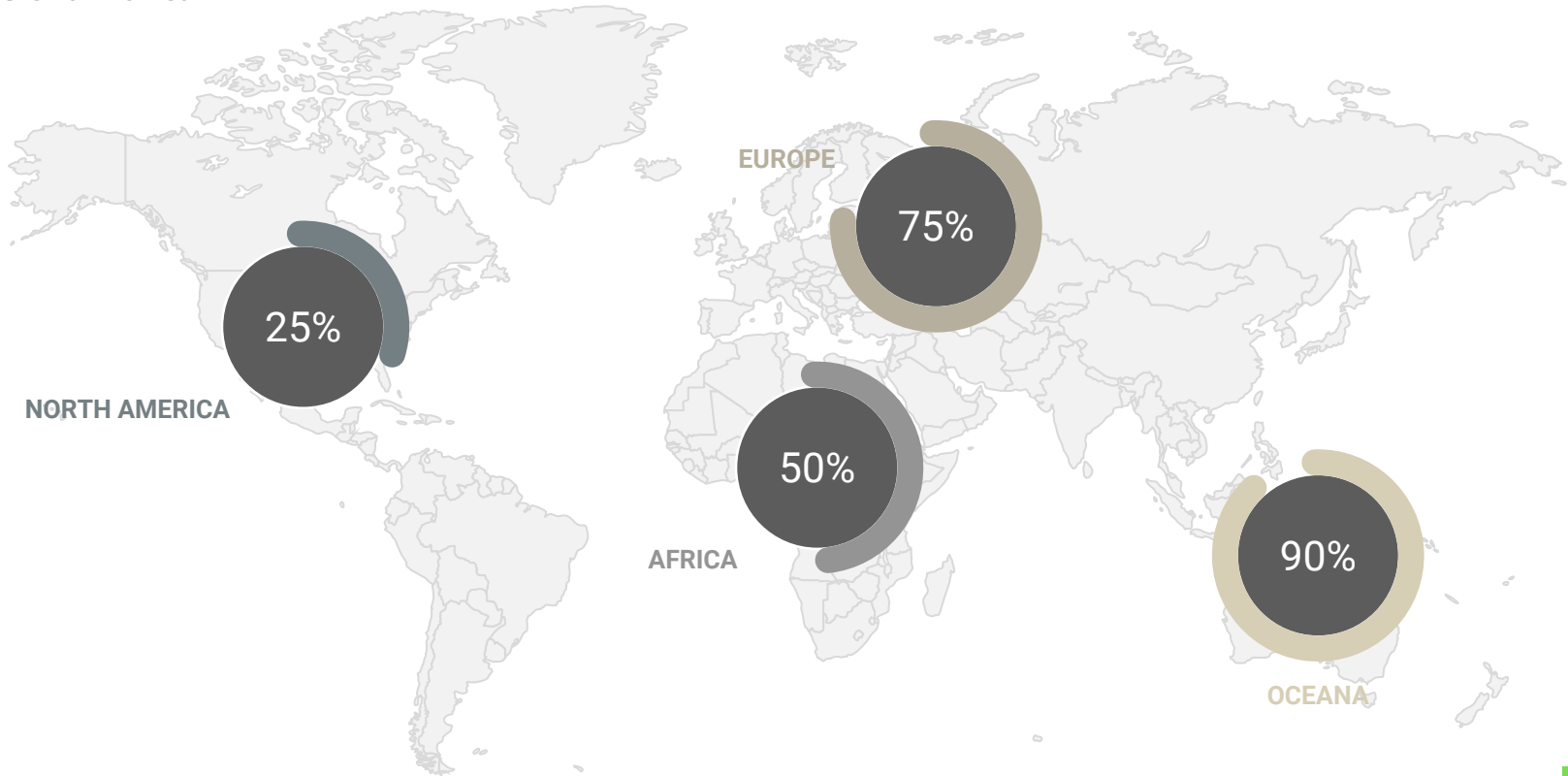
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own text and description  
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own text and description  
here.

# Market Trends

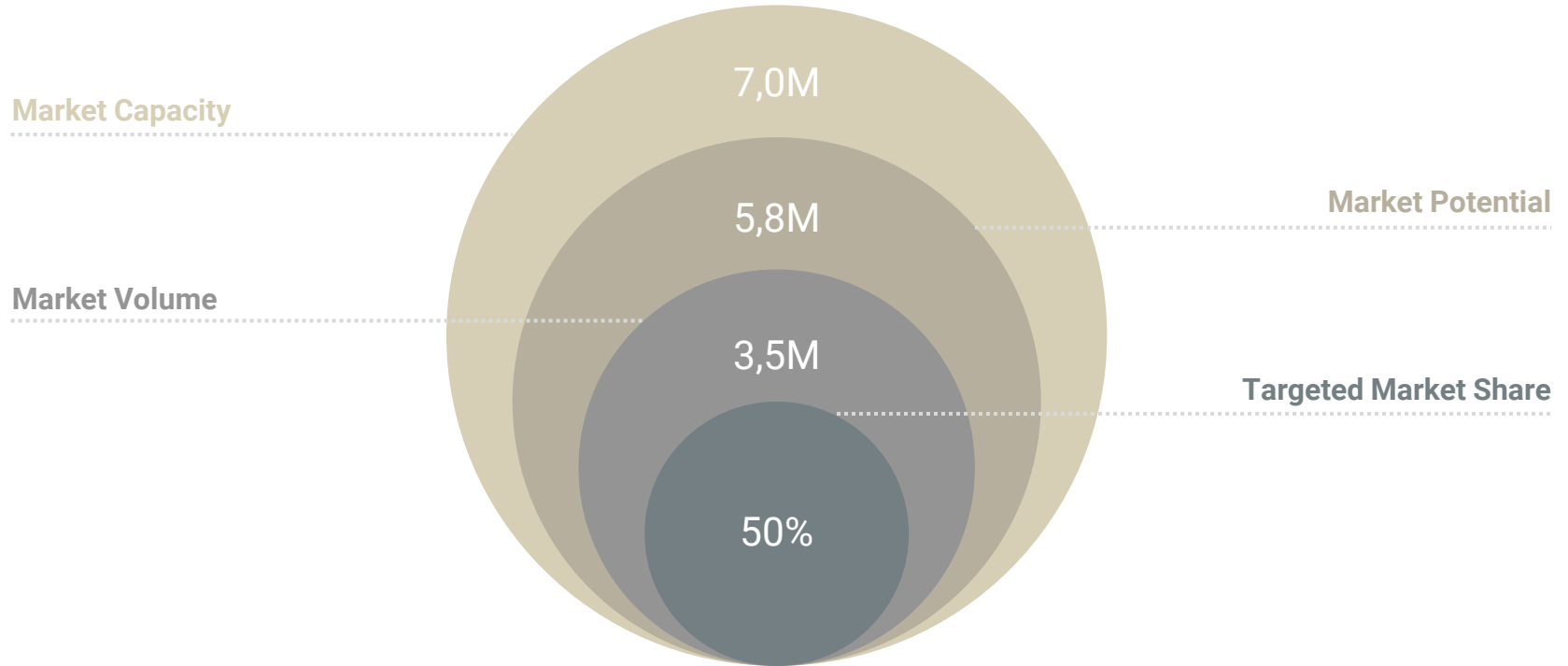
High Growth Market





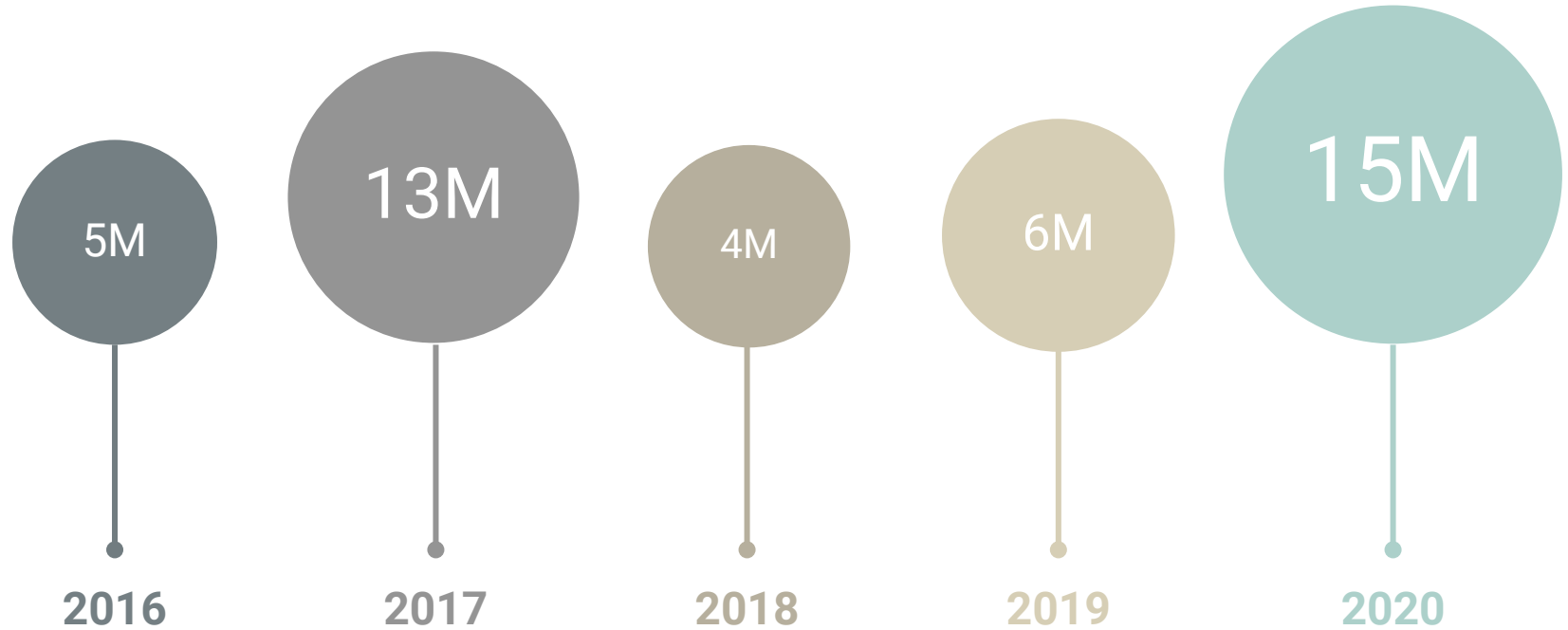
# Market Size

Enter your subhead line here



# Market Size

Enter your subhead line here



# Market Opportunity

Enter your subhead line here

## 2018

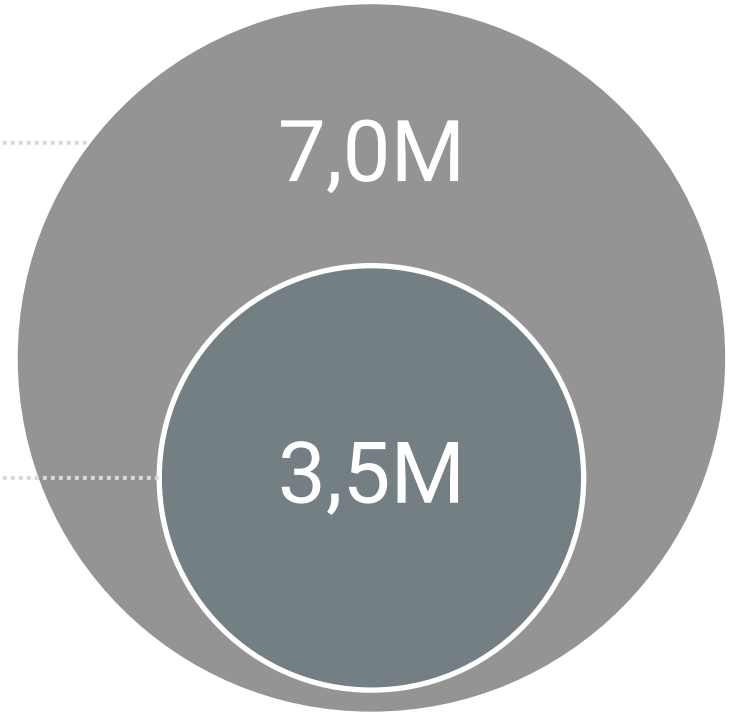
### Key Title

This is a sample text. You simply add your own text and description here

## 2015

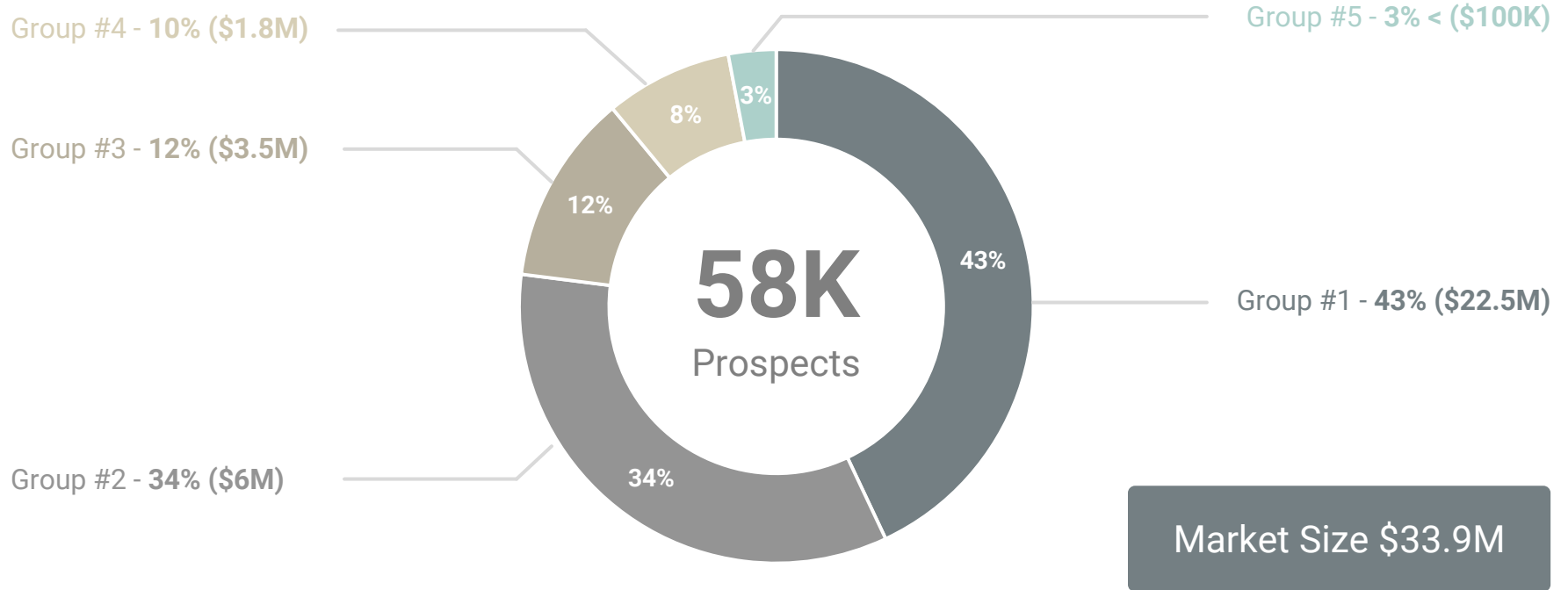
### Key Title

This is a sample text. You simply add your own text and description here



# Market Overview

## Target Groups

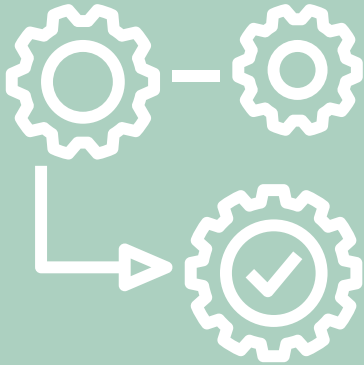


# Competitors Analysis

Assessment and Market Position Of Competitors

>= 11 Market Leader | 7,8 Contender | <7 Niche Supplier

Feature	Our Business	Competitor 1	Competitor 2	Competitor 3	Competitor 4
Price	●	●			
Quality	●		●		●
Regional Market Share	●	●		●	
Trans Regional Market Share	●		●		●
Regional Recognition	●	●	●	●	●
Trans Regional Recognition	●				
Product Line	●	●	●	●	●
Marketing	●				
Innovation	●		●	●	
Size Of Business	●		●		
Others	●	●			●
<b>Total Amount</b>	<b>11</b>	<b>5</b>	<b>7</b>	<b>4</b>	<b>5</b>
<b>Market Position</b>	<b>Market Leader</b>	<b>Contender</b>	<b>Contender</b>	<b>Niche Supplier</b>	<b>Market Leader</b>

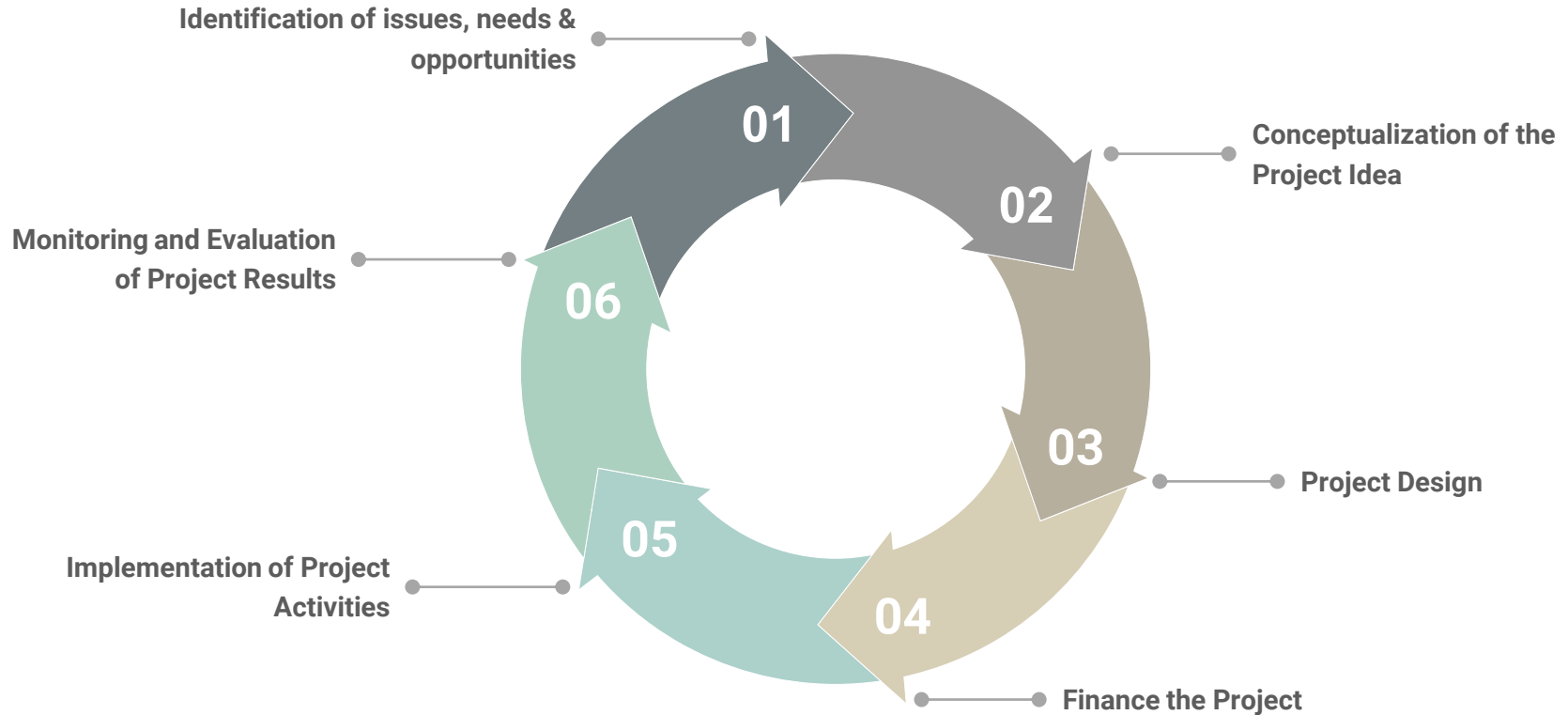


## Procedures/Scope of Work

Provide detailed information about proposed procedures, if available, and the scope of work. Include information on activities such as recruiting, training, testing, and actual work required.

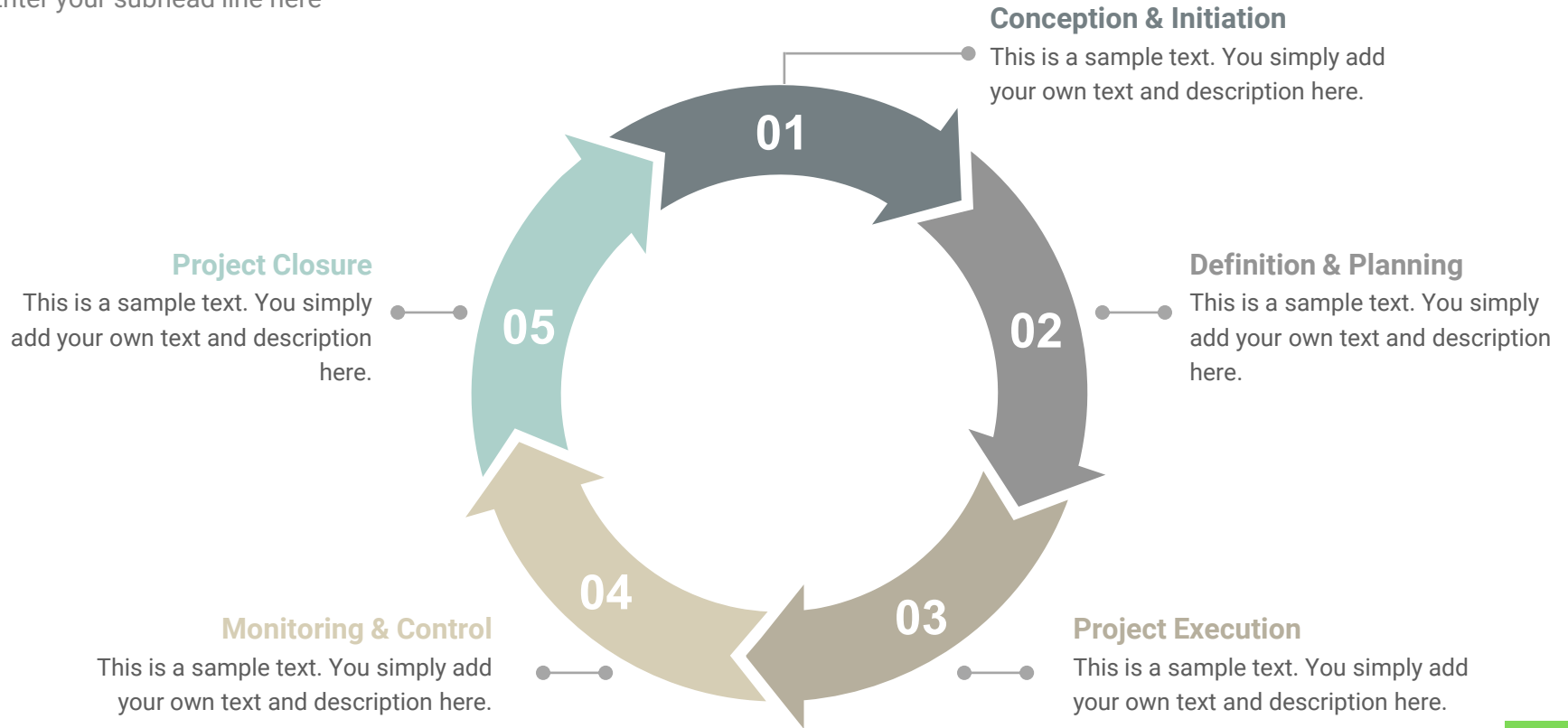
# Project Cycle

Enter your subheadline here



# Project Phases

Enter your subhead line here





# Project Phases

Enter your subhead line here

## Conception & Initiation

This is the start of the project, and the goal of this phase is to define the project at a broad level. This phase usually begins with a business case. This is when you will research whether the project is feasible and if it should be undertaken. If feasibility testing needs to be done.



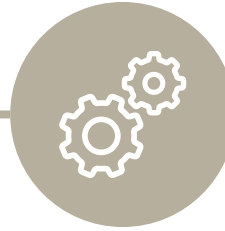
## Definition & Planning

This phase is key to successful project management and focuses on developing a roadmap that everyone will follow. This phase typically begins with setting goals. Two of the more popular methods for setting goals are S.M.A.R.T. and CLEAR.



## Project Execution

This is the phase where deliverables are developed and completed. This often feels like the meat of the project since a lot is happening during this time, like status reports and meetings, development updates, and performance reports.



## Monitoring & Control

This is all about measuring project progression and performance and ensuring that everything happening aligns with the project management plan. Project managers will use key performance indicators (KPIs) to determine if the project is on track.



## Project Closure

This phase represents the completed project. Contractors hired to work specifically on the project are terminated at this time. Valuable team members are recognized. Some PMs even organize small work events for people who participated in the project to thank them for their efforts.



# Project Plan

Enter your subhead line here

Phase	Approach
Initiation	Outline the method by which the project will be further defined, the project team appointed and the Project Office established.
Planning	Define the overall planning process to ensure that the phases, activities and tasks are undertaken in a co-ordinated fashion.
Execution	Describe the generic phases and activities required to build, test and implement the deliverables of the project.
Closure	Describe the steps required to release the deliverables to the business, close the project office, reallocate staff and perform a Post Implementation Review of the project.

# Project Breakdown Structure

Enter your subhead line here

Phases	Duration (In Days)	Number of Resource
<b>1. Define The Problem</b>		
Meet Users	<Days>	<Number>
Determine Scope	<Days>	<Number>
<b>2. Produce The Project Schedule</b>		
Develop Work Breakdown Structure	<Days>	<Number>
Estimate Resources & Duration	<Days>	<Number>
<b>3. Confirm Project Feasibility</b>		
Identify Tangible & Intangible Costs	<Days>	<Number>
Evaluate Technical & Resource Feasibility	<Days>	<Number>
<b>4. Staff The Project</b>		
Develop a Project Resource Plan	<Days>	<Number>
Organize Project Team	<Days>	<Number>
<b>5. Launch The Project</b>		
Execute The Project	<Days>	<Number>
Setup Project Facilities & Resources	<Days>	<Number>

# Scope Of Work

Enter your subhead line here

<b>Organization Name:</b>	...
<b>Project Name:</b>	...

## Scope of Work Statement

This is a sample text. You simply add your own text and description here.

## Deliverable

This is a sample text. You simply add your own text and description here.

## Exclusions

This is a sample text. You simply add your own text and description here.

# Scope Of Work

Enter your subhead line here

Task and Schedule					
S.No.	Tasks	Goods Needed	Service Needed	Delivery Date	Reporting Head
1	<Take Name>	Inset Text Here	Inset Text Here	MM/DD/YY	Inset Text Here
2	<Take Name>	Inset Text Here	Inset Text Here	MM/DD/YY	Inset Text Here
3	<Take Name>	Inset Text Here	Inset Text Here	MM/DD/YY	Inset Text Here
4	<Take Name>	Inset Text Here	Inset Text Here	MM/DD/YY	Inset Text Here
5	<Take Name>	Inset Text Here	Inset Text Here	MM/DD/YY	Inset Text Here
6	<Take Name>	Inset Text Here	Inset Text Here	MM/DD/YY	Inset Text Here

# Scope Of Work

Enter your subhead line here

Stakeholders		
S.No.	Name of Stakeholders	Responsibility
1	<Name>	Inset Text Here
2	<Name>	Inset Text Here
3	<Name>	Inset Text Here

Estimate Cost of Project		
Type	Description	Cost (\$)
Internal Labor	<Name>	Inset Text Here
Materials	<Name>	Inset Text Here
Services	<Name>	Inset Text Here
<b>Total</b>		Inset Text Here

# Scope Of Work

Enter your subhead line here

<b>Organization Name:</b>	...
<b>Project Name:</b>	...
<b>Goal Statement</b>	...
<b>Objective:</b>	...

Activity/Task	Timeline (Date)	Outputs/Results
<Task Name>	MM/DD/YY	<Outputs>
<Task Name>	MM/DD/YY	<Outputs>
<Task Name>	MM/DD/YY	<Outputs>
<Task Name>	MM/DD/YY	<Outputs>



# Scope Of Work

Enter your subhead line here

Technical Task List		
Task #	CPR	Task Name
1	N/A	<Inset The Task Name Here>
2	...	<Inset The Task Name Here>
3	...	<Inset The Task Name Here>
4	...	<Inset The Task Name Here>
5	...	<Inset The Task Name Here>
6	...	<Inset The Task Name Here>
7	...	<Inset The Task Name Here>
8	...	<Inset The Task Name Here>

# Scope Of Work

Enter your subhead line here

Key Name List			
Task #	Key Personal	Key Subcontractor(s)	Key Partner (s)
1	<Name>	<Name>	<Name>
2	<Name>	<Name>	<Name>
3	<Name>	<Name>	<Name>
4	<Name>	<Name>	<Name>
5	<Name>	<Name>	<Name>
6	<Name>	<Name>	<Name>
7	<Name>	<Name>	<Name>
8	<Name>	<Name>	<Name>

# Scope Of Work – Plan Details

Enter your subhead line here

## In Scope:

This is a sample text. You simply add your own text and description here.

## Out Of Scope:



This is a sample text. You simply add your own text and description here.

## High Level Project Plan

Stage	Target Date	Actual Date
Define	MM/DD/YY	MM/DD/YY
Measure	MM/DD/YY	MM/DD/YY
Analyze	MM/DD/YY	MM/DD/YY
Design	MM/DD/YY	MM/DD/YY
Verify	MM/DD/YY	MM/DD/YY

# Activities Sequence

Enter your subhead line here

ID	Activity 	Description of Work 
1	<b>Activity Name:</b> This is a sample text. You simply add your own text and description	Description of activity in enough detail so that the person(s) performing the work understands what is required to complete it
2	<b>Activity Name:</b> This is a sample text. You simply add your own text and description	Description of activity in enough detail so that the person(s) performing the work understands what is required to complete it
3	<b>Activity Name:</b> This is a sample text. You simply add your own text and description	Description of activity in enough detail so that the person(s) performing the work understands what is required to complete it
4	<b>Activity Name:</b> This is a sample text. You simply add your own text and description	Description of activity in enough detail so that the person(s) performing the work understands what is required to complete it

# Project List Of Activities

Enter your subhead line here

Status	Priority	Deadline	Task	Assignee	Description	Deliverable	% Done	Fixed Cost	Est. Hrs	Actual Hrs
Project Name:										
<input checked="" type="checkbox"/>	High	DD/MM/YY	Task Name	...	Task Description	...	100%	XX\$	8	12
<input checked="" type="checkbox"/>	High	DD/MM/YY	Task Name	...	Task Description	...	50%	XX\$	5	10
<input type="checkbox"/>	Low	DD/MM/YY	Task Name	...	Task Description	...	20%	XX\$	7	8
Project Name:										
<input checked="" type="checkbox"/>	High	DD/MM/YY	Task Name	...	Task Description	...	100%	XX\$	8	12
<input checked="" type="checkbox"/>	High	DD/MM/YY	Task Name	...	Task Description	...	50%	XX\$	5	10
<input type="checkbox"/>	Low	DD/MM/YY	Task Name	...	Task Description	...	20%	XX\$	7	8
Project Name:										
<input checked="" type="checkbox"/>	High	DD/MM/YY	Task Name	...	Task Description	...	100%	XX\$	8	12
<input checked="" type="checkbox"/>	High	DD/MM/YY	Task Name	...	Task Description	...	50%	XX\$	5	10
<input type="checkbox"/>	Low	DD/MM/YY	Task Name	...	Task Description	...	20%	XX\$	7	8

# Project List Of Activities

Enter your subhead line here

<b>Project Name:</b>	...	<b>Date:</b>	...
<b>Project Number:</b>	...	<b>Document Number:</b>	...
<b>Project Manager(s):</b>	...	<b>Project Owner /Client</b>	...

#	Activity/ Task Name	Detailed Activity Description	Assigned To	Status/Comments
1	<Task Name>	<Activity Description>	<Name>	<Comment>
2	<Task Name>	<Activity Description>	<Name>	<Comment>
3	<Task Name>	<Activity Description>	<Name>	<Comment>
4	<Task Name>	<Activity Description>	<Name>	<Comment>
5	<Task Name>	<Activity Description>	<Name>	<Comment>
6	<Task Name>	<Activity Description>	<Name>	<Comment>

# Team Task List

Enter your subhead line here

TASK	STATUS	PRIORITY	DUE DATE	ASSIGNEE	NOTES
Task Name and Description	complete	High	<Date>	<Name>	...
Task Name and Description	In progress	Low	<Date>	<Name>	...
Task Name and Description	Not Started	Medium	<Date>	<Name>	...
Task Name and Description	Overdue	...	<Date>	<Name>	...
Task Name and Description	...	...	<Date>	<Name>	...
Task Name and Description	...	...	<Date>	<Name>	...
Task Name and Description	...	...	<Date>	<Name>	...
Task Name and Description	...	...	<Date>	<Name>	...
Task Name and Description	...	...	<Date>	<Name>	...
Task Name and Description	...	...	<Date>	<Name>	...
Task Name and Description	...	...	<Date>	<Name>	...
Task Name and Description	...	...	<Date>	<Name>	...
Task Name and Description	...	...	<Date>	<Name>	...
Task Name and Description	...	...	<Date>	<Name>	...
Task Name and Description	...	...	<Date>	<Name>	...
Task Name and Description	...	...	<Date>	<Name>	...

# Milestones

Enter your subhead line here

Milestone	Date	Description
<b>Milestone Title</b>	MM/DD/YY	Explain why milestone date is critical to business
...	MM/DD/YY	...
...	MM/DD/YY	...
...	MM/DD/YY	...
...	MM/DD/YY	...
...	MM/DD/YY	...
...	MM/DD/YY	...
...	MM/DD/YY	...



# Dependencies

Enter your subhead line here

Project Activity	Impacts on	Impacted on by	Criticality	Date
Planned Activity	External Activity	External Activity	Low	MM/DD/YY
...	...	...	High	MM/DD/YY
...	...	...	Medium	MM/DD/YY
...	...	...		MM/DD/YY
...	...	...		MM/DD/YY
...	...	...		MM/DD/YY
...	...	...		MM/DD/YY
...	...	...		MM/DD/YY

# Resource Plan

Enter your subhead line here

Team Member	Role	Start Date	End Date	% Effort
<Name>	Project Role	MM/DD/YY	MM/DD/YY	%
<Name>	Project Role	MM/DD/YY	MM/DD/YY	%
<Name>	Project Role	MM/DD/YY	MM/DD/YY	%
<Name>	Project Role	MM/DD/YY	MM/DD/YY	%
<Name>	Project Role	MM/DD/YY	MM/DD/YY	%
<Name>	Project Role	MM/DD/YY	MM/DD/YY	%
<Name>	Project Role	MM/DD/YY	MM/DD/YY	%
<Name>	Project Role	MM/DD/YY	MM/DD/YY	%

# Quality Plan

Enter your subhead line here

Process	Description
Quality Management	Summary of how the process will be undertaken
Change Management	
Risk Management	
Issue Management	
Configuration Management	
Document Management	
Acceptance Management	
Procurement Management	
Financial Management	
Timesheet Management	
Project Reporting	
Project Communications	
...	
...	



# Project Timeline / Timetable

Provide detailed information on the expected timetable for the project. Break the project into phases, and provide a schedule for each phase. You can also use a Gantt chart for more detailed project timetable

# Gantt Chart – Project Plan – 6 Months

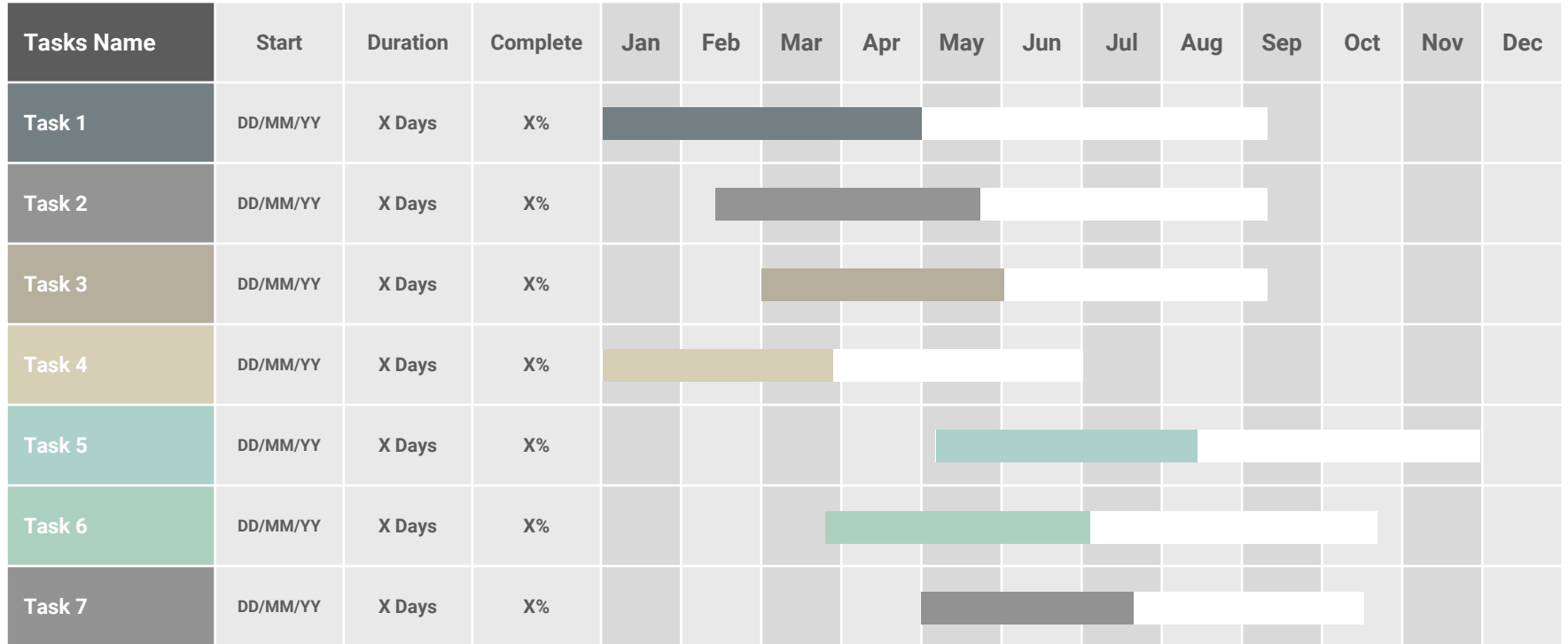
Enter your subhead line here

Text Holder
  Text Holder
  Text Holder
  Text Holder

Task Name	Responsible	Start	End	Duration	JAN	FEB	MAR	MAY	APR	JUN	
Task Name	<Name>	MM/DD/YY	MM/DD/YY	Days	Text here						
Task Name	<Name>	MM/DD/YY	MM/DD/YY	Days		Text here					
Task Name	<Name>	MM/DD/YY	MM/DD/YY	Days		Text here					
Task Name	<Name>	MM/DD/YY	MM/DD/YY	Days	Text here						
Task Name	<Name>	MM/DD/YY	MM/DD/YY	Days		Text here					
Task Name	<Name>	MM/DD/YY	MM/DD/YY	Days				Text here			
Task Name	<Name>	MM/DD/YY	MM/DD/YY	Days					Text here		

# Gantt Chart – 1 Year

Enter your subhead line here



# Delivery Timeline With Schedule & Resources

Enter your subhead line here

Delivery Timeline												
Phase Name	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Phase 1	Jan 5 - Mar 1											
Phase 2		Feb 2 - Mar 15										
Phase 3			Mar 15 - May 28									
Phase 4			Mar 1 - Oct 15									
Phase 5						Jun 15 - Nov 15						
Phase 6								Aug 10 - Nov 15				

Project Note						
Phase Name	Schedule	Budget	Resource	Risk	Issue	comments
Phase 1	....	....	....	....	....	....
Phase 2	....	....	....	....	....	....
Phase 3	....	....	....	....	....	....
Phase 4	....	....	....	....	....	....
Phase 5	....	....	....	....	....	....
Phase 6	....	....	....	....	....	....

# Project Task List

Enter your subhead line here

Complete ● Incomplete ● Slippage ●

	JAN	FEB	MAR	MAY	APR	JUN	JUL	AUG	SEP	OCT	NOV	DEC	
<b>Phase 1</b>													
Task 1 Description	Text Hodder		Text Hodder				Text Hodder						
Task 2 Description	Text Hodder	Text Hodder			Text Hodder								
<b>Phase 2</b>													
Task 1 Description	Text Hodder				Text Hodder				Text Hodder				
Task 2 Description	Text Hodder	Text Hodder	Text Hodder										
<b>Phase 3</b>													
Task 1 Description	Text Hodder		Text Hodder					Text Hodder					
Task 2 Description	Text Hodder	Text Hodder		Text Hodder									



# Project Task List

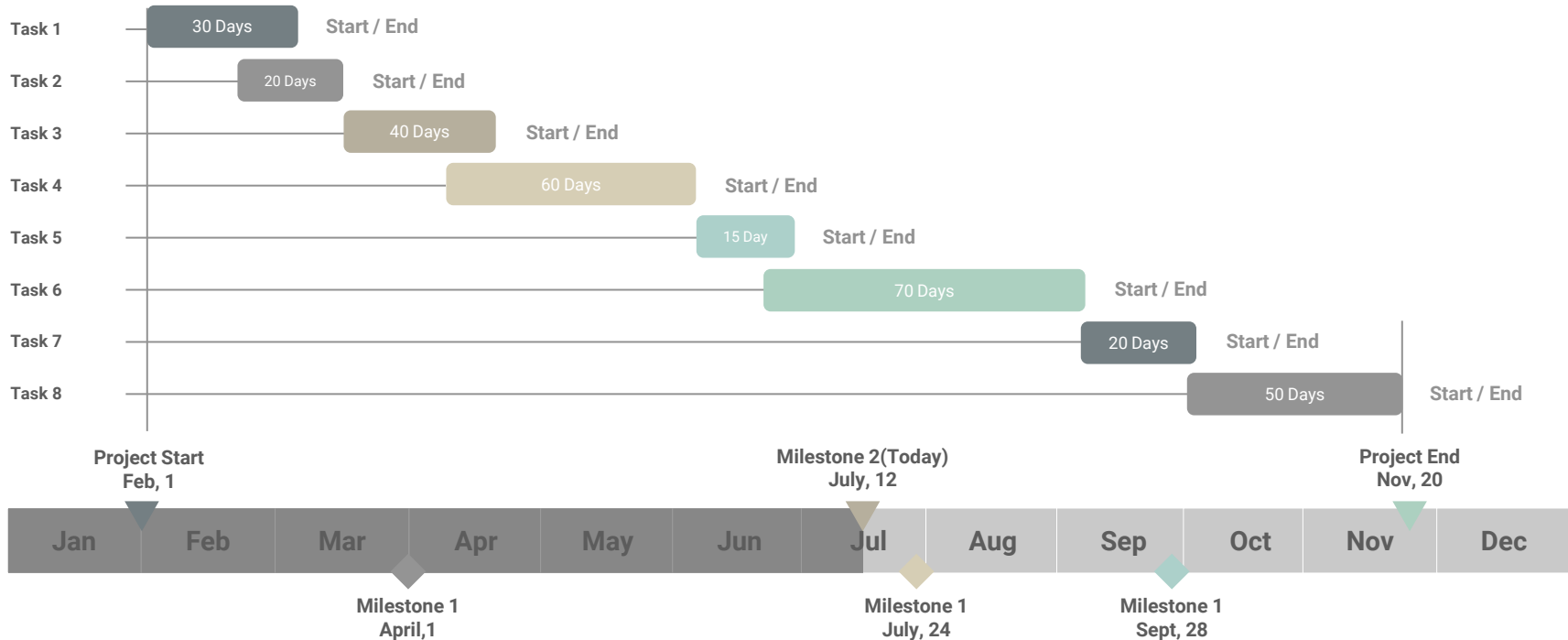
Enter your subhead line here

Complete ● Incomplete ● Slippage ●

	JAN	FEB	MAR	MAY	APR	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Project 1												
Task 1 Description	Text Hodder		Text Hodder				Text Hodder					
Task 2 Description	Text Hodder		Text Hodder			Text Hodder						
Task 3 Description	Text Hodder				Text Hodder				Text Hodder			
Task 4 Description	Text Hodder	Text Hodder		Text Hodder								
Task 5 Description	Text Hodder			Text Hodder					Text Hodder			
Task 6 Description	Text Hodder		Text Hodder		Text Hodder							

# Project Timelines - 12Months

Enter your subhead line here





# Project Budget

State the proposed costs and budget of the project. Also, include information on how you intend to manage the budget.

# Project Budget

Enter your subhead line here

Category	Cost Of,	Value
People	Salaries of project staff	\$xxx
	Contractors and outsourced parties	\$xxx
	Training courses	\$xxx
Physical	Building premises for the project team	\$xxx
	Equipment and materials	\$xxx
	Tools (computers, cabling, phones...)	\$xxx
Marketing	Advertising/branding	\$xxx
	Promotional materials	\$xxx
	PR and communications	\$xxx
Organizational	Operational downtime	\$xxx
	Short-term loss in productivity	\$xxx
	Cultural change	\$xxx
Total Project Cost Estimate		\$xxx

# Project Cost Estimate

Enter your subhead line here

Phases	Description of Work	Start Date	End Date	Cost	% Of Total
Phase 1	This is a sample text.	MM/DD/YY	MM/DD/YY	\$xxxx	xx%
Phase 2	This is a sample text.	MM/DD/YY	MM/DD/YY	\$xxxx	xx%
Phase 3	This is a sample text.	MM/DD/YY	MM/DD/YY	\$xxxx	xx%
Phase 4	This is a sample text.	MM/DD/YY	MM/DD/YY	\$xxxx	xx%
<b>Total Project Cost Estimate</b>				\$xxxx	100%

# Project Cost Estimate – 1 Year

Enter your subhead line here

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	Estimated Budget											
<b>Strategy</b>	\$xxxx	\$xxxx	\$xxxx	\$xxxx	\$xxxx	\$xxxx	\$xxxx	\$xxxx	\$xxxx	\$xxxx	\$xxxx	\$xxxx
<b>Marketing &amp; Research</b>	\$xxxx	\$xxxx	\$xxxx	\$xxxx	\$xxxx	\$xxxx	\$xxxx	\$xxxx	\$xxxx	\$xxxx	\$xxxx	\$xxxx
<b>Design Stage</b>	\$xxxx	\$xxxx	\$xxxx	\$xxxx	\$xxxx	\$xxxx	\$xxxx	\$xxxx	\$xxxx	\$xxxx	\$xxxx	\$xxxx
<b>Analysis</b>	\$xxxx	\$xxxx	\$xxxx	\$xxxx	\$xxxx	\$xxxx	\$xxxx	\$xxxx	\$xxxx	\$xxxx	\$xxxx	\$xxxx
<b>Promotion</b>	\$xxxx	\$xxxx	\$xxxx	\$xxxx	\$xxxx	\$xxxx	\$xxxx	\$xxxx	\$xxxx	\$xxxx	\$xxxx	\$xxxx
<b>Final Stage</b>	\$xxxx	\$xxxx	\$xxxx	\$xxxx	\$xxxx	\$xxxx	\$xxxx	\$xxxx	\$xxxx	\$xxxx	\$xxxx	\$xxxx
<b>Total Project Cost Estimate</b>	\$xxxx	\$xxxx	\$xxxx	\$xxxx	\$xxxx	\$xxxx	\$xxxx	\$xxxx	\$xxxx	\$xxxx	\$xxxx	\$xxxx

# Project Cost Estimate – 2 Year

Enter your subhead line here

	Year 1	Year 2
<b>Strategy</b>	\$xxxx	\$xxxx
<b>Marketing &amp; Research</b>	\$xxxx	\$xxxx
<b>Design Stage</b>	\$xxxx	\$xxxx
<b>Analysis</b>	\$xxxx	\$xxxx
<b>Promotion</b>	\$xxxx	\$xxxx
<b>Final Stage</b>	\$xxxx	\$xxxx
	<b>Total Project Cost Estimate Per Year</b>	\$xxxx
	<b>Total Cost (2 Year)</b>	\$xxxx

# Project Cost Estimate

Enter your subhead line here

Phases	Description of Work	Start Date	End Date	Cost	% Of Total
<b>Phase 1</b>	This is a sample text.			\$xxxx	xx%
Element Title 1	This is a sample text.	MM/DD/YY	MM/DD/YY		
Element Title 2	This is a sample text.	MM/DD/YY	MM/DD/YY		
<b>Phase 2</b>	This is a sample text.			\$xxxx	xx%
Element Title 1	This is a sample text.	MM/DD/YY	MM/DD/YY		
Element Title 2	This is a sample text.	MM/DD/YY	MM/DD/YY		
<b>Phase 3</b>	This is a sample text.			\$xxxx	xx%
Element Title 1	This is a sample text.	MM/DD/YY	MM/DD/YY		
Element Title 2	This is a sample text.	MM/DD/YY	MM/DD/YY		
<b>Phase 4</b>	This is a sample text.			\$xxxx	xx%
Element Title 1	This is a sample text.	MM/DD/YY	MM/DD/YY		
Element Title 2	This is a sample text.	MM/DD/YY	MM/DD/YY		
<b>Total Project Cost Estimate</b>				\$xxxx	100%



# Project Cost Estimate

Enter your subhead line here

WBS Items	# Units / Hrs.	Cost/Unit/Hr.	Sub Totals	WBS Level 1 Totals	% Of Total
<b>Project Management</b>				\$306,300	20%
Project Manager	960	\$100	\$96,000		
Project Team Members	1920	\$75	\$144,000		
Contactors (10% of software development and testing)			\$66,300		
<b>Hardware</b>				\$76,000	5%
Handheld devices	100	\$600	\$60,000		
Servers	4	\$4,000	\$16,000		
<b>Software</b>				\$614,000	50%
Licensed Software	100	\$200	\$20,000		
Software development*			\$594,000		
Testing (10 Of Total Hardware & Software Costs)			\$69,000	\$202,400	5%
<b>Training and Support</b>				\$69,000	13%
Trainee Cost	100	\$500	\$50,000		
Travel Cost	12	\$700	\$8,400		
Project Team Members	1920	\$75	\$144,000		
<b>Reserves (20% Of Total Estimate)</b>	..		\$253,450	\$253,540	17%
<b>Total Project Cost Estimate</b>				\$1,521,240	100%

# Project Budget

Enter your subhead line here

Project Tasks	labor Hours	Labor Cost (\$)	Material Costs (\$)	Travel Costs (\$)
<b>Project Design</b>				
Develop Functional Specifications	xx	\$xxxx	\$xxxx	\$xxxx
Develop System Architecture	xx	\$xxxx	\$xxxx	\$xxxx
Element Title Here	xx	\$xxxx	\$xxxx	\$xxxx
Subtotal	xx	\$xxxx	\$xxxx	\$xxxx
<b>Project Development</b>				
Develop Components	xx	\$xxxx	\$xxxx	\$xxxx
Procure Software	xx	\$xxxx	\$xxxx	\$xxxx
Element Title Here	xx	\$xxxx	\$xxxx	\$xxxx
Subtotal	xx	\$xxxx	\$xxxx	\$xxxx
<b>Project Delivery</b>				
Install System	xx	\$xxxx	\$xxxx	\$xxxx
Train Customers	xx	\$xxxx	\$xxxx	\$xxxx
Perform Acceptance Test	xx	\$xxxx	\$xxxx	\$xxxx
Element Title Here	xx	\$xxxx	\$xxxx	\$xxxx
Subtotal	xx	\$xxxx	\$xxxx	\$xxxx

# Project Overhead Cost Budget Analysis

Enter your subhead line here

Manufacturing Overhead Costs	Q1 Forecast	Q2 Actual	Variance	Variance %
<b>Indirect Labor</b>				
Management Salaries (Fixed Cost)	xx	\$xxxx	\$xxxx	X%
Hourly Wages (Variable Cost)	xx	\$xxxx	\$xxxx	X%
<b>Plant &amp; Infrastructure</b>				
Floor Space Leasing (Fixed Cost)	xx	\$xxxx	\$xxxx	X%
Insurance (Fixed Cost)	xx	\$xxxx	\$xxxx	X%
Maintenance (Variable Cost)	xx	\$xxxx	\$xxxx	X%
Utilities (Variable Cost)	xx	\$xxxx	\$xxxx	X%
Total Manufacturing Overhead Costs \$	xx	\$xxxx	\$xxxx	X%

# Project Conclusion Report – Budget / Cost

Enter your subhead line here

Type od Cost	Planned Costs	Actual Cost	Deviations / Causes
Staff Cost (Internal)	\$xxxx	\$xxxx	...
Service Cost (External)	\$xxxx	\$xxxx	...
Material	\$xxxx	\$xxxx	...
Travel Expenses	\$xxxx	\$xxxx	...
Advertising Expenses	\$xxxx	\$xxxx	...
Rent	\$xxxx	\$xxxx	...
Hardware	\$xxxx	\$xxxx	...
Software / Licenses	\$xxxx	\$xxxx	...
Equipment	\$xxxx	\$xxxx	...
Other Costs	\$xxxx	\$xxxx	...
<b>Total Project Cost Estimate</b>	<b>\$xxxx</b>	<b>\$xxxx</b>	...

# Marketing Budget

Enter your subhead line here

Category	Q1			
	Jan (\$)	Feb (\$)	Mar (\$)	Q1 Total (\$)
National Marketing	\$xxx	\$xxx	\$xxx	\$xxx
Banner Ads	\$xxx	\$xxx	\$xxx	\$xxx
Local Marketing	\$xxx	\$xxx	\$xxx	\$xxx
Newspaper	\$xxx	-	-	\$xxx
In-Store Marketing	\$xxx	-	-	\$xxx
POP	\$xxx	-	-	\$xxx
Public Relations	\$xxx	\$xxx	\$xxx	\$xxx
Sponsorships	-	-	-	-
Press Release	\$xxx	\$xxx	\$xxx	\$xxx
Website	-	-	-	-
Conferences	-	-	-	-
Client Event	-	-	-	-
Content Marketing	\$xxx	-	-	\$xxx
Sponsored Content	-	-	-	-
Landing Page	\$xxx	-	-	\$xxx
Landing Page	-	-	-	-

Category	Q1			
	Jan (\$)	Feb (\$)	Mar (\$)	Q1 Total (\$)
Social Media	\$xxx	\$xxx	\$xxx	\$xxx
Twitter	\$xxx	\$xxx	\$xxx	\$xxx
Facebook	\$xxx	\$xxx	\$xxx	\$xxx
YouTube	\$xxx	\$xxx	\$xxx	\$xxx
LinkedIn	\$xxx	\$xxx	\$xxx	\$xxx
Instagram	\$xxx	\$xxx	\$xxx	\$xxx
Online	\$xxx	-	-	\$xxx
Blog	-	-	-	-
Website	\$xxx	\$xxx	\$xxx	\$xxx
Mobile App	-	-	-	-
Email Newsletter	-	-	-	-
Advertising	\$xxx	-	-	\$xxx
Online	\$xxx	-	-	\$xxx
Print	\$xxx	-	-	\$xxx
Outdoor	-	-	-	-
Radio	-	-	-	-
TV	-	-	-	-

# Revenue & Costing Forecast

Enter your subhead line here

	FY19	FY20	FY21	FY22
Revenue (\$MM)	0.50	2.3	5.6	6.8
Cost (\$MM)	0.5	1.2	0.6	1.02



## \$11 MM

Accumulated Revenue for all years generated by this project



## \$5 MM

Accumulated Cost for all years due to this project



# Key Personnel

List the key personnel who will be responsible for completion of the project, as well as other personnel involved in the project.

# Project Manager / Project Team

Enter your subhead line here

**Project Name:** <Project Name>

## Project Manager

Role	Name	Phone/Mobile	Email	Note
Project Manager	<Name>	<Phone Number>	<Email Address>	...

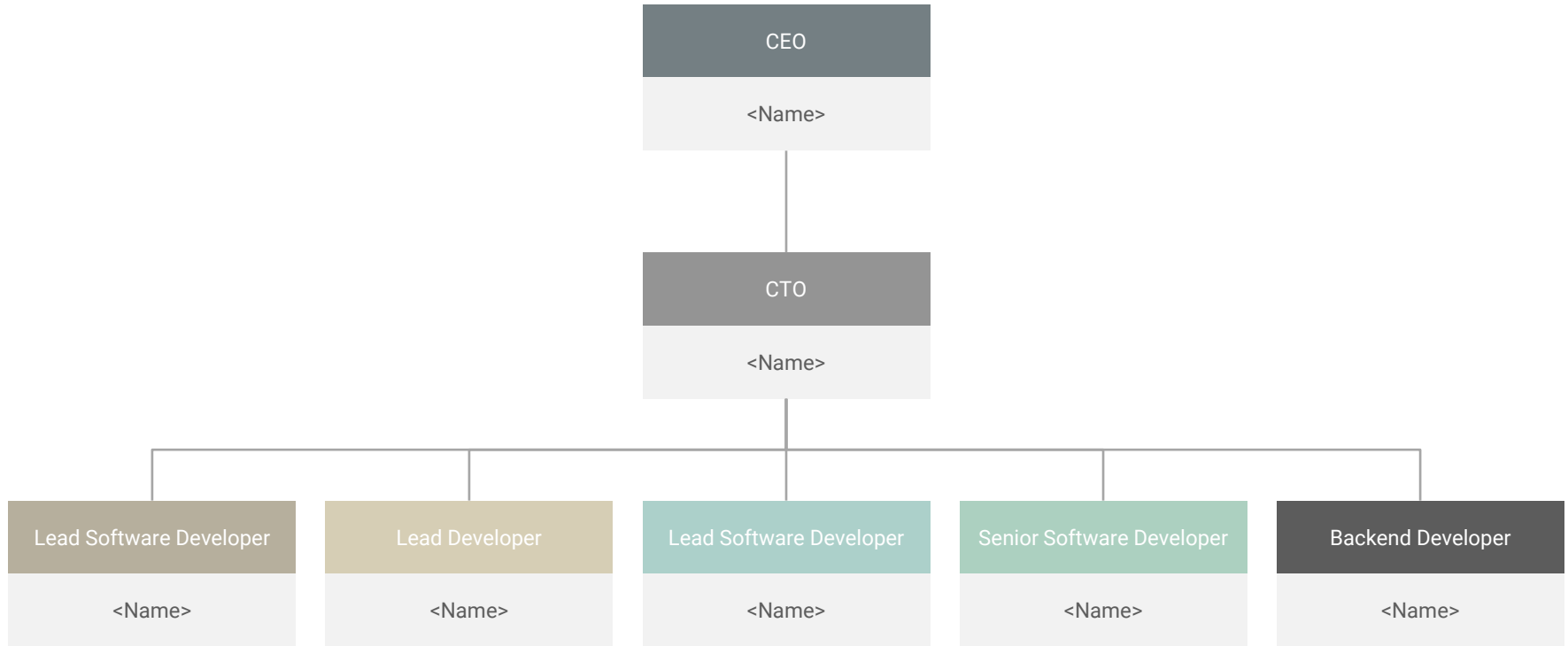
## Project Team

Role	Name	Phone/Mobile	Email	Time Portion (%)
<Role>	<Name>	<Phone Number>	<Email Address>	100%
<Role>	<Name>	<Phone Number>	<Email Address>	x%
<Role>	<Name>	<Phone Number>	<Email Address>	x%
<Role>	<Name>	<Phone Number>	<Email Address>	x%
<Role>	<Name>	<Phone Number>	<Email Address>	x%
<Role>	<Name>	<Phone Number>	<Email Address>	x%
<Role>	<Name>	<Phone Number>	<Email Address>	x%



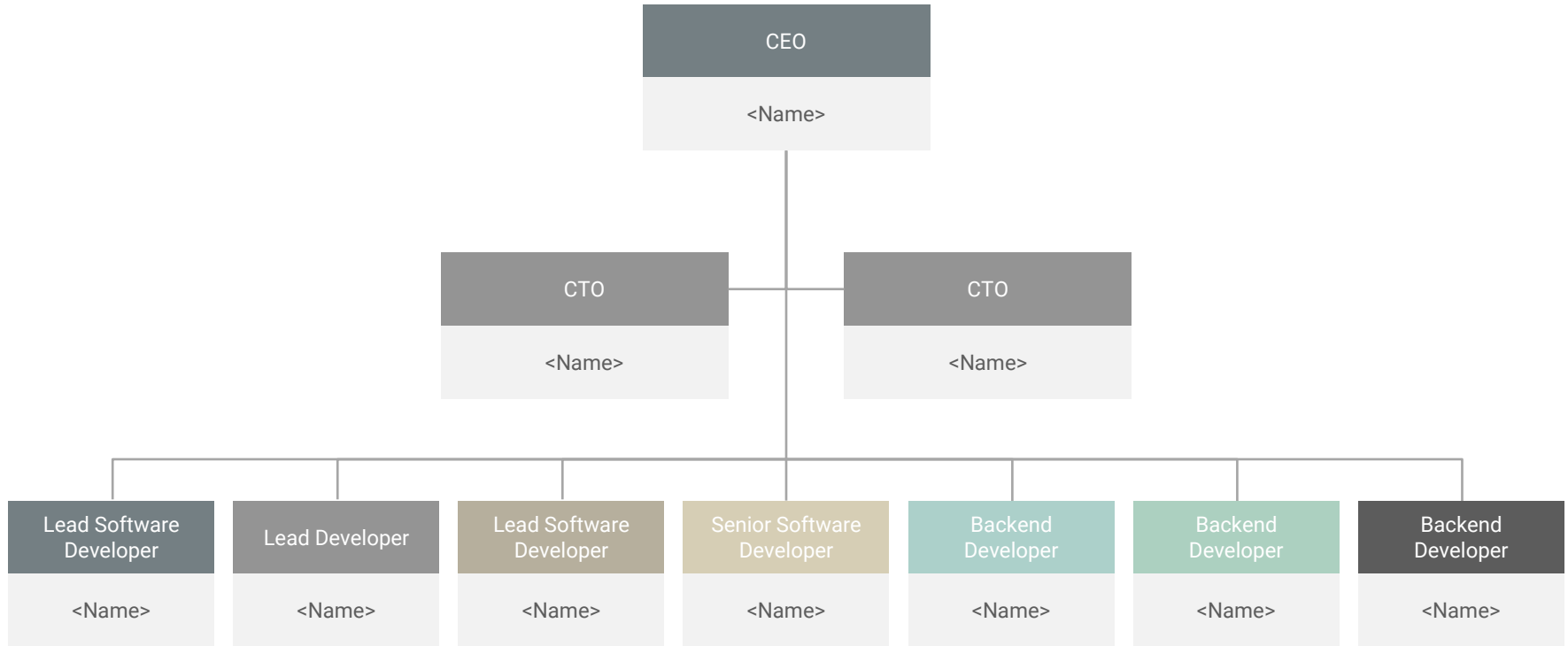
# Project Management Team - Key Personnel

Enter your subhead line here



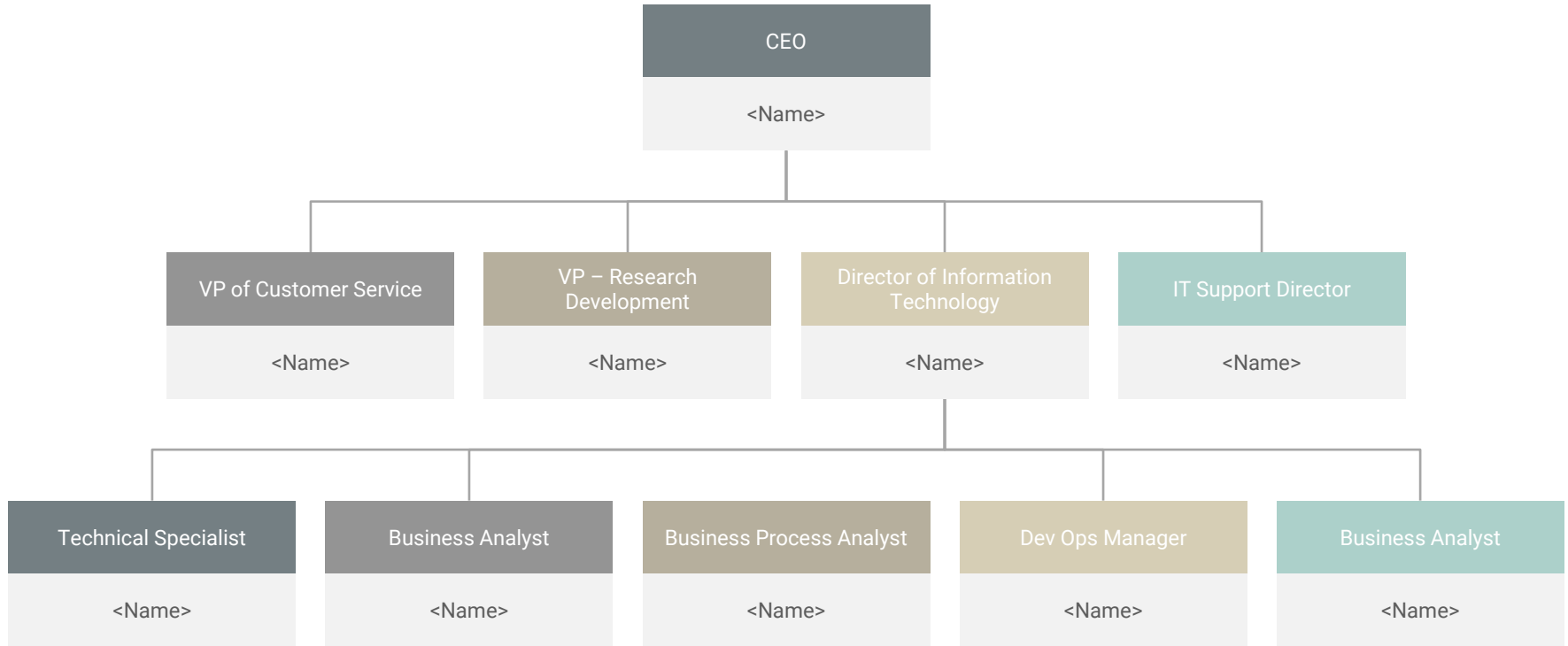
# Project Management Team - Key Personnel

Enter your subhead line here



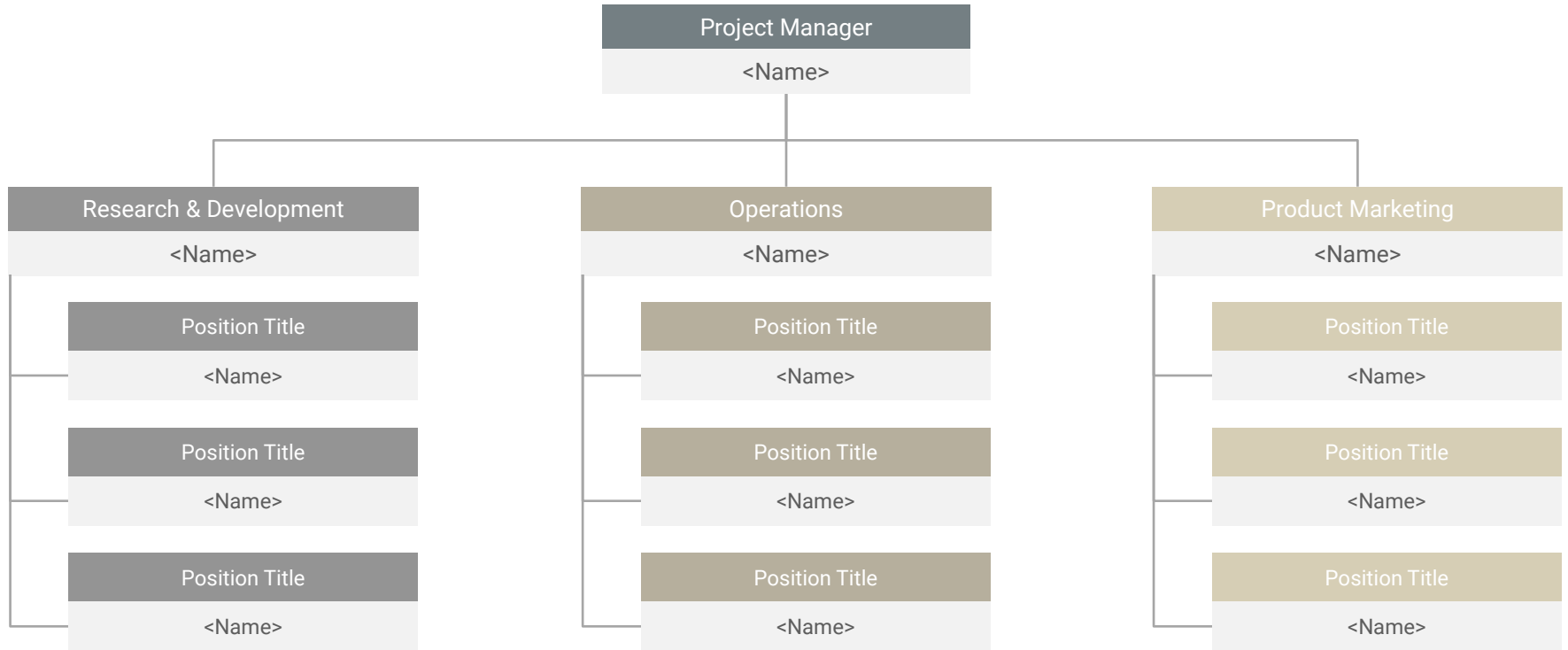
# Project Management Team - Key Personnel

Enter your subhead line here



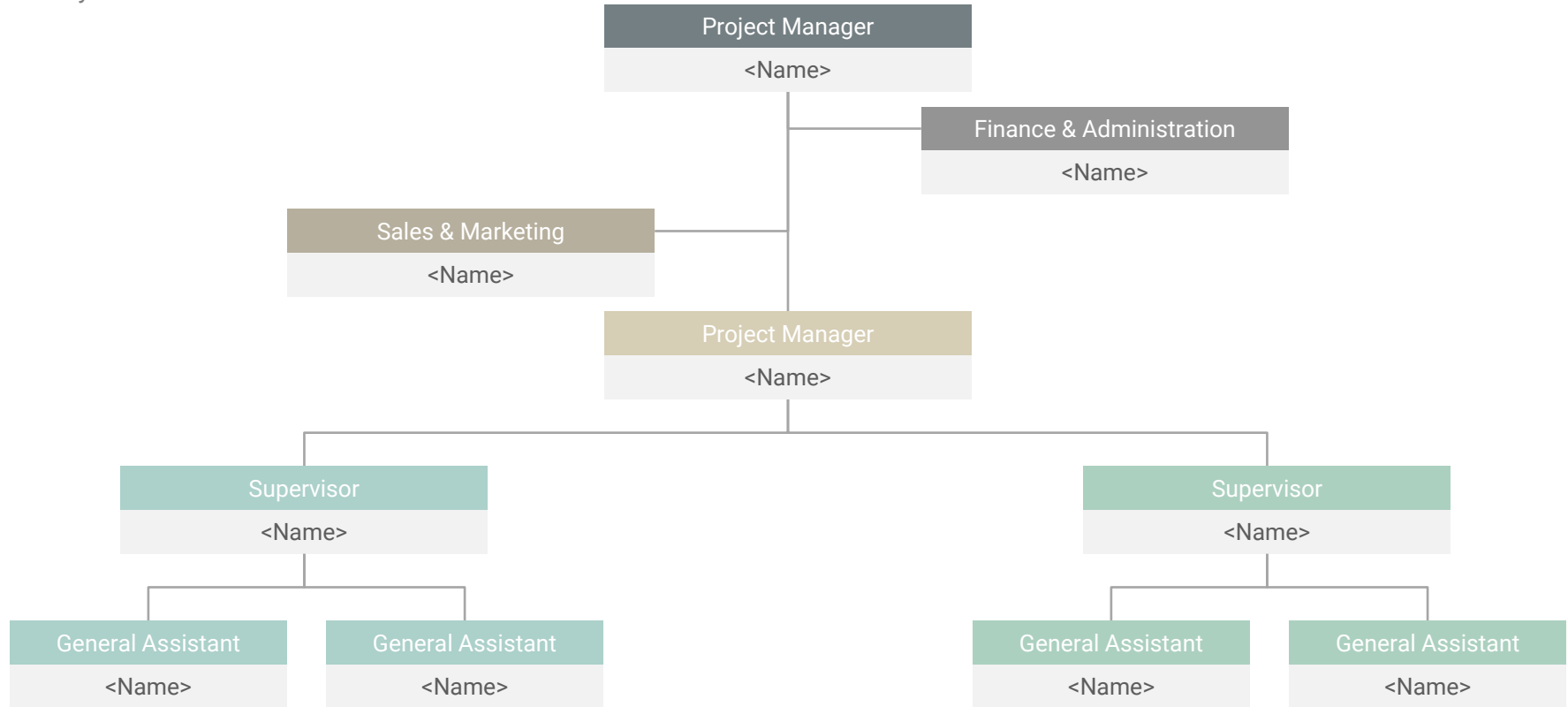
# Project Management Team - Key Personnel

Enter your subhead line here



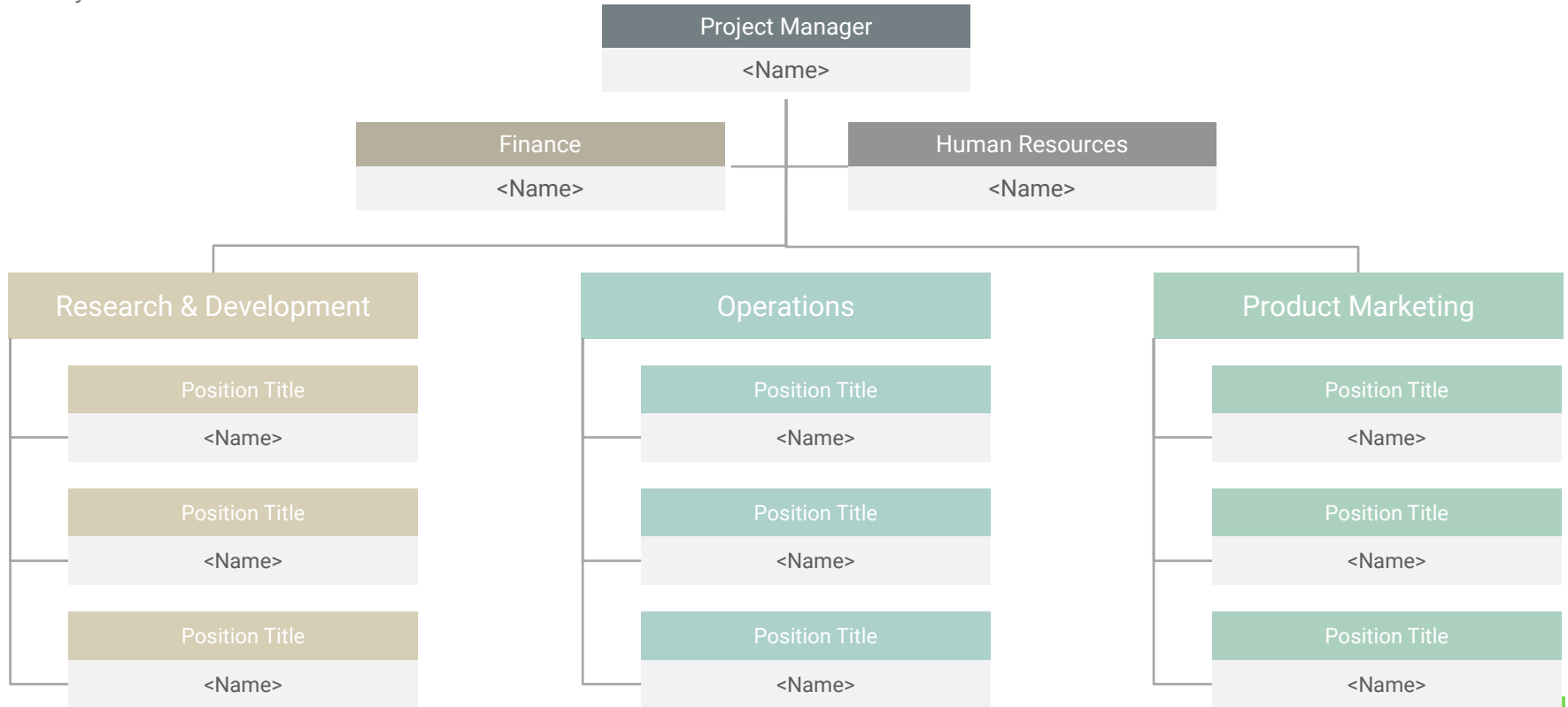
# Project Management Team - Key Personnel

Enter your subhead line here



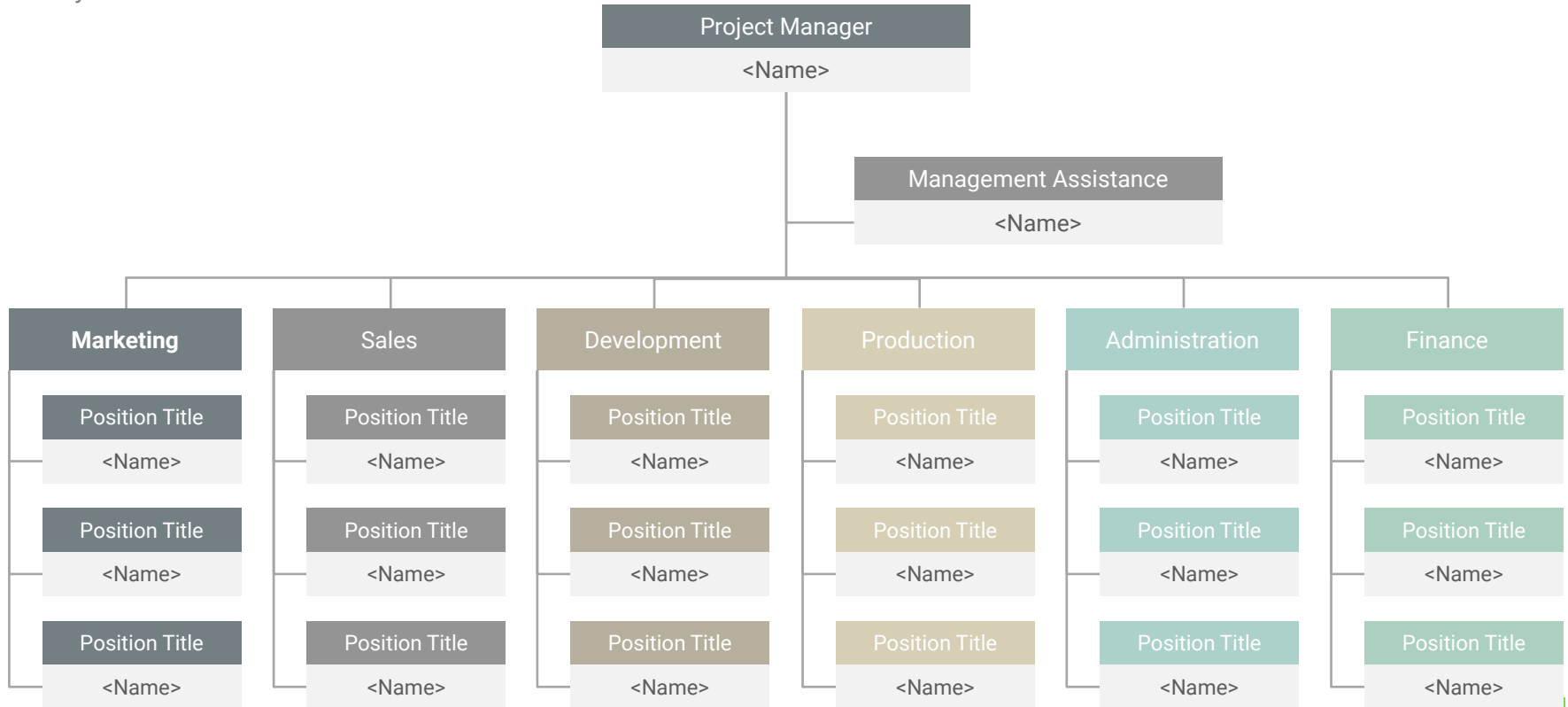
# Project Management Team - Key Personnel

Enter your subhead line here



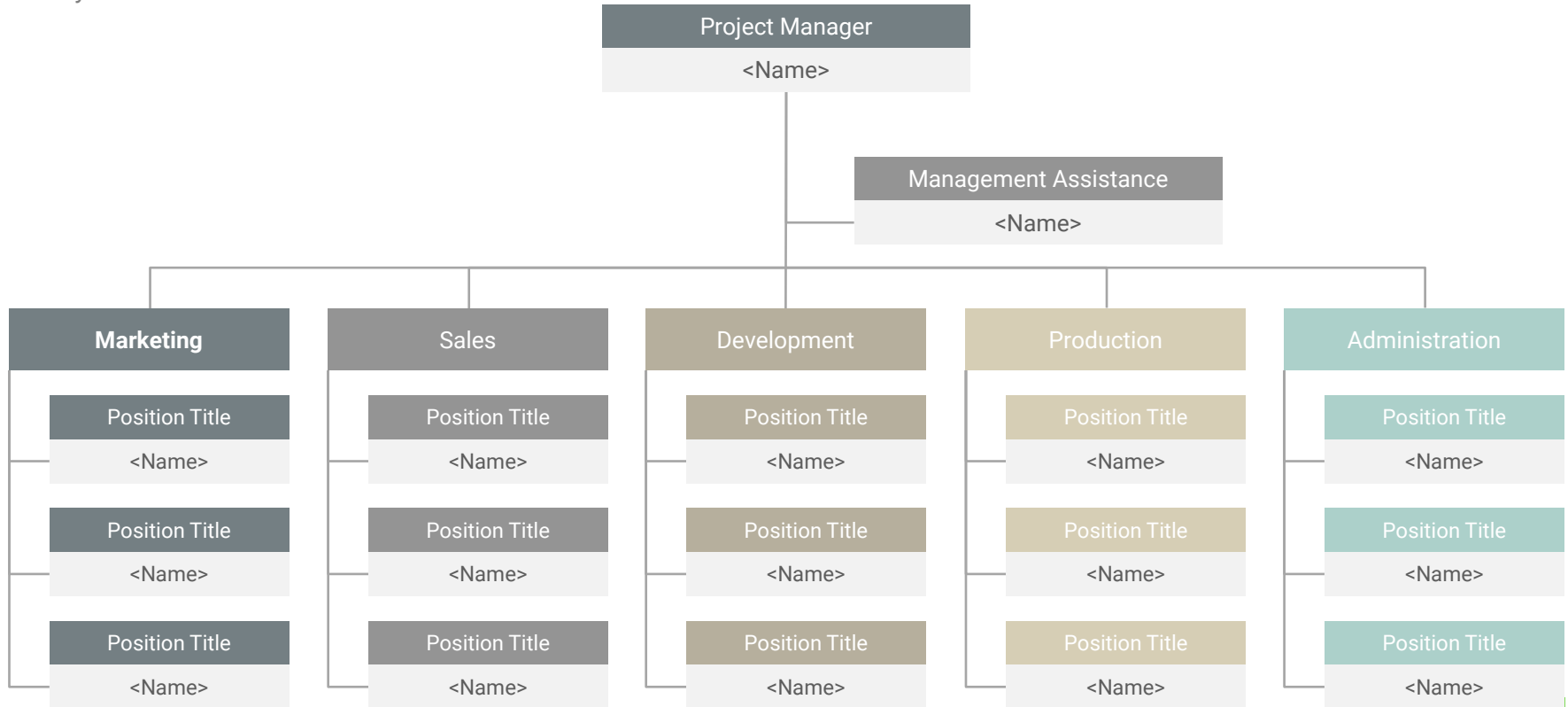
# Project Management Team - Key Personnel

Enter your subhead line here



# Project Management Team - Key Personnel

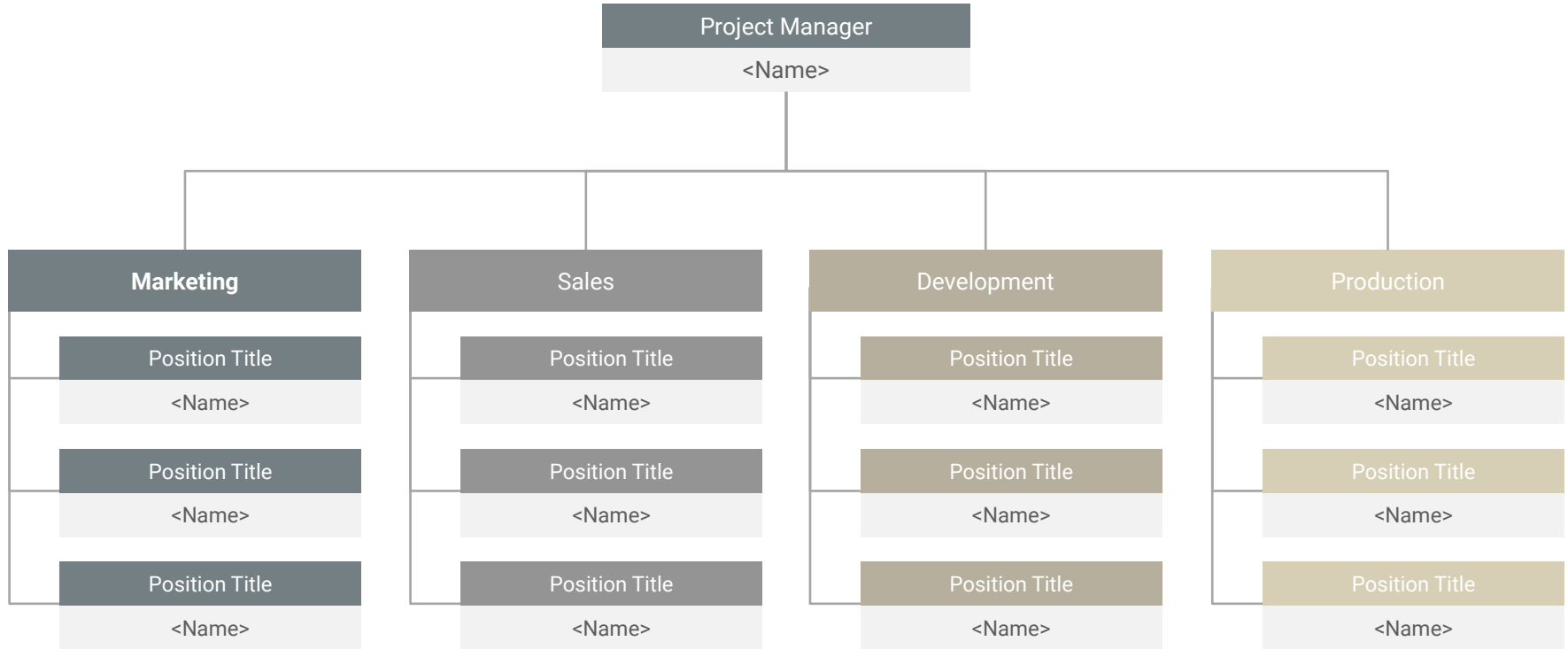
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# Project Management Team - Key Personnel

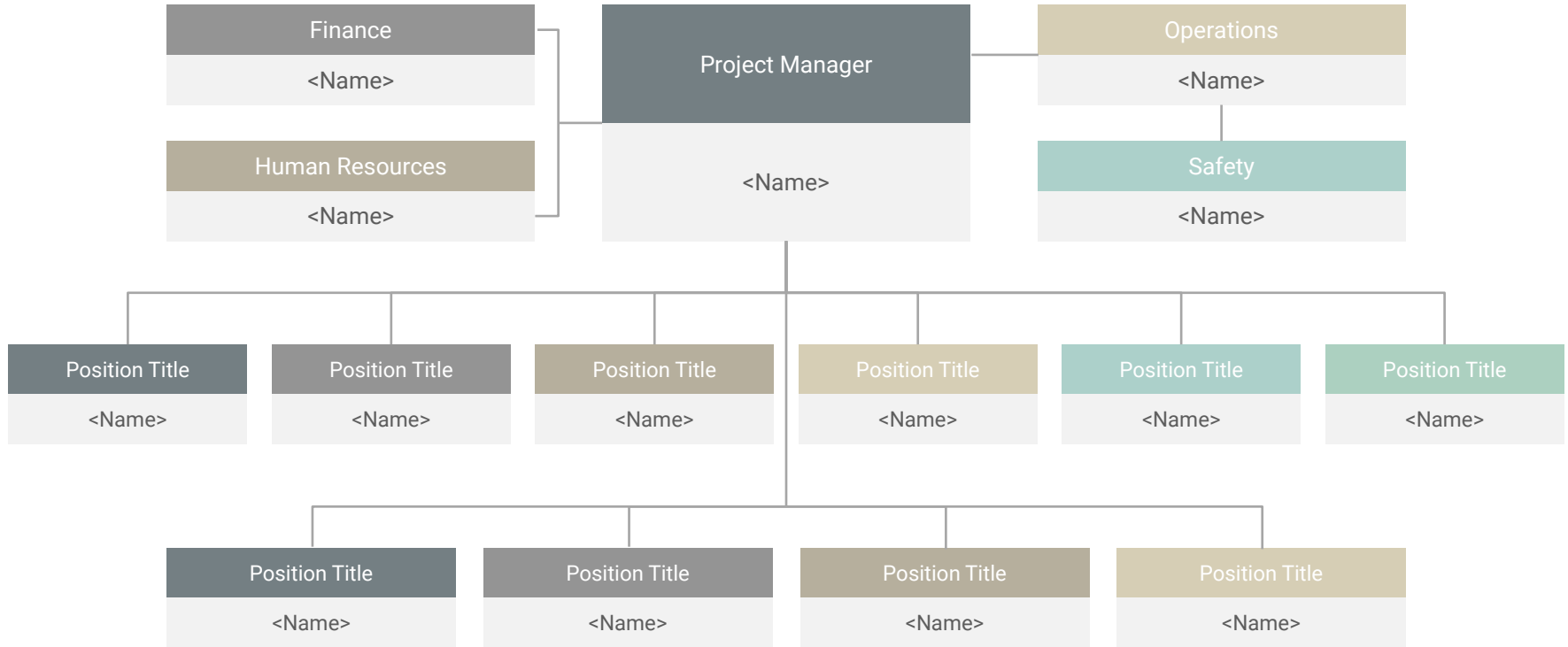
Enter your subhead line here





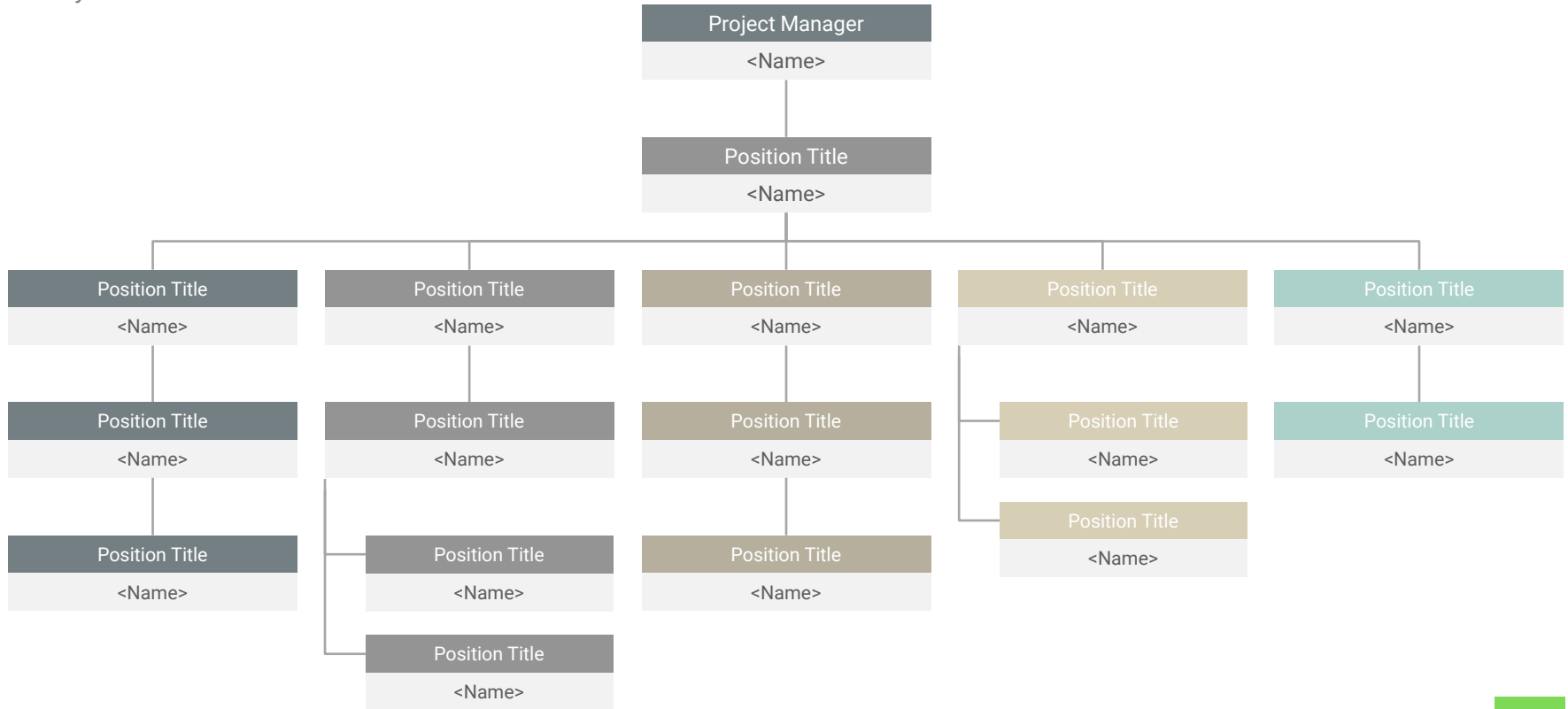
# Project Management Team - Key Personnel

Enter your subhead line here



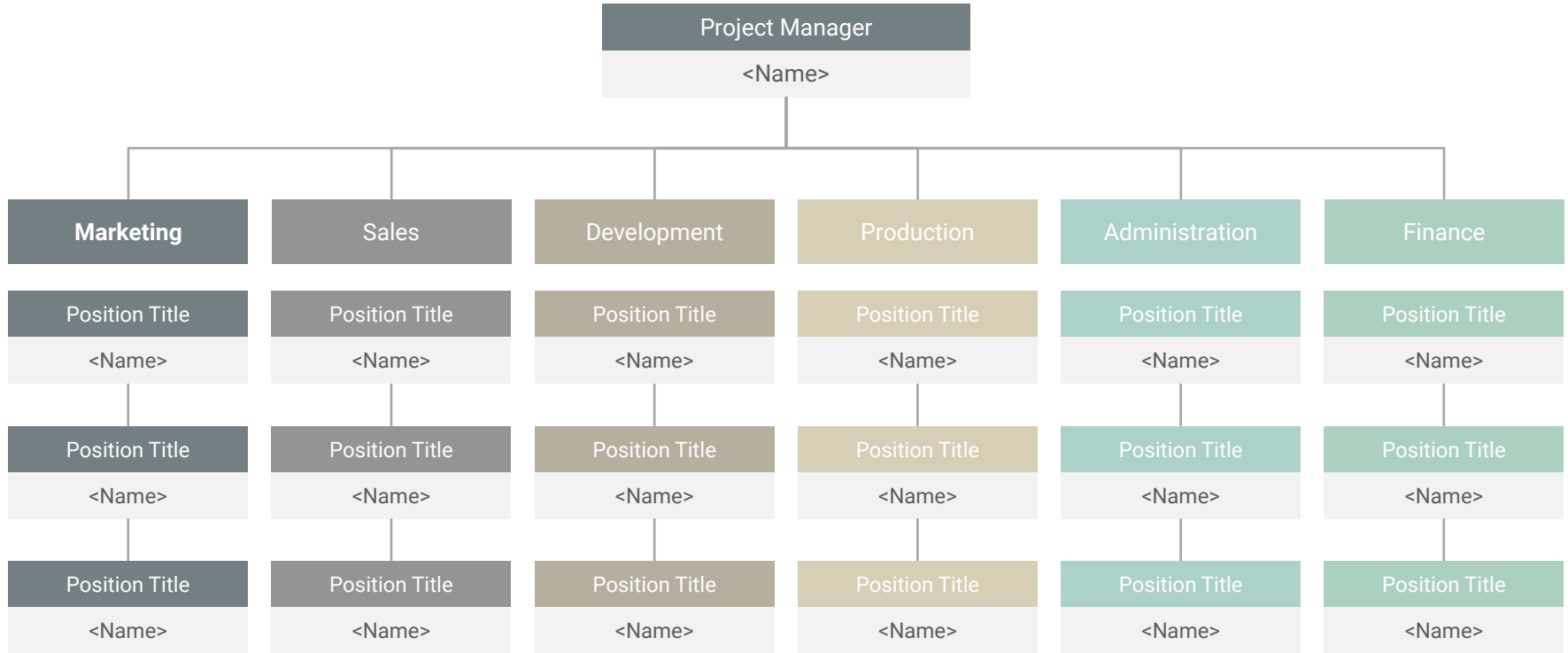
# Project Management Team - Key Personnel

Enter your subhead line here



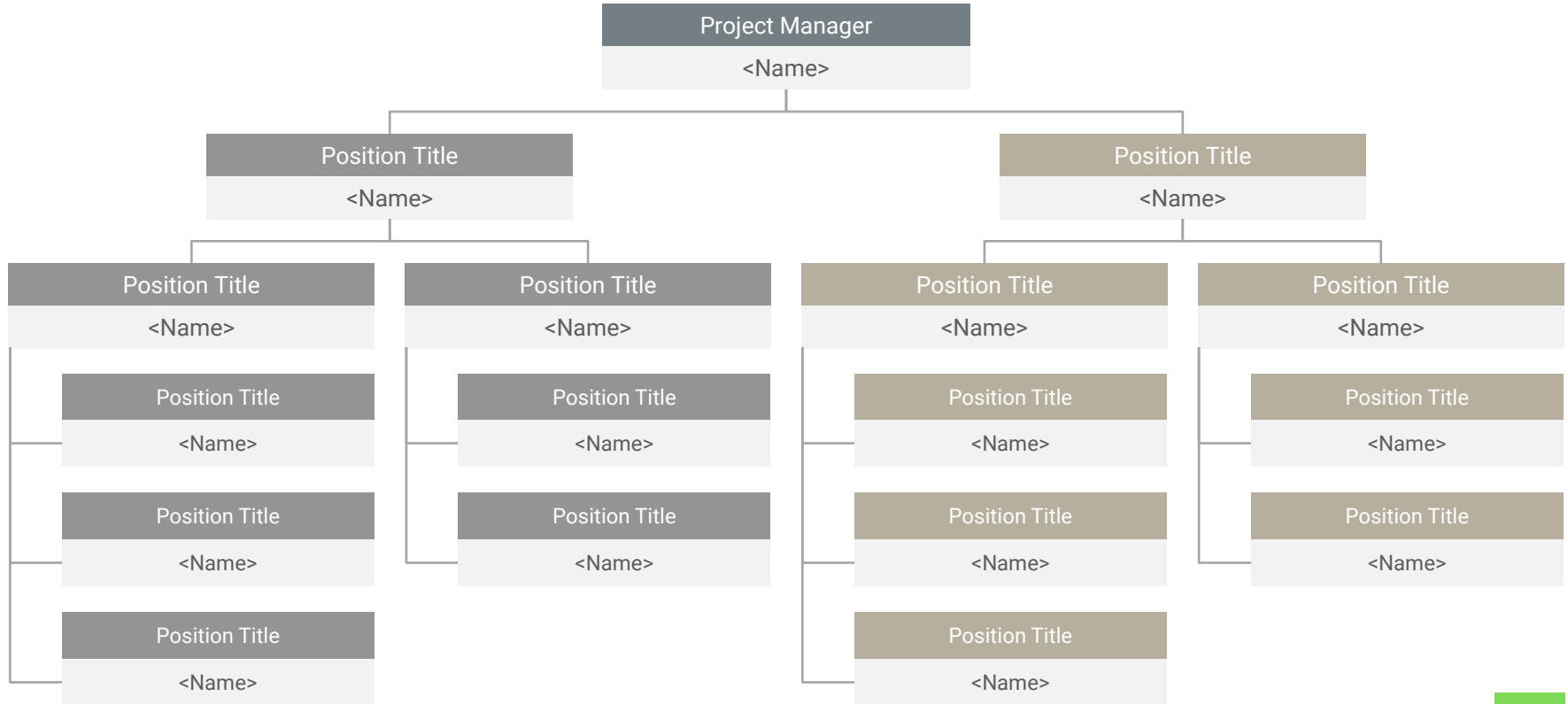
# Project Management Team - Key Personnel

Enter your subhead line here



# Project Management Team - Key Personnel

Enter your subhead line here





# Project Evaluation Project Status Report

Discuss how progress will be evaluated throughout and at the end of the project.

- Formulate clear indicators for each objective and result
- Indicate how and when to conduct monitoring and evaluation activities to determine the project's progress and outcome
- State which methods will be used to monitor and evaluate the project
- Identify who will carry out the project evaluation.

# Types Of Project Evaluation

Enter your subhead line here



## Pre-project Evaluation

Before You Can Start A Project You Have To Evaluate The Viability Of That Project.



## Ongoing Evaluation

It's Crucial To Monitor And Evaluate The Project While In Progress To Make Sure It's Meeting The Planned Expectation



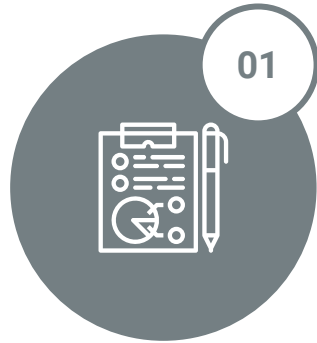
## Post-project Evaluation

When The Project Is Finished, Take Time To Evaluate What Worked And What Didn't Work To Learn From Your Mistakes



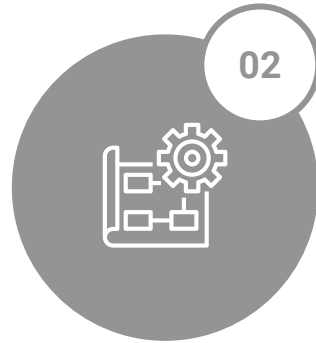
# Project Evaluation Process

Enter your subhead line here



## Planning

First Comes The Planning, Which Involves Identifying The Stakeholder And Knowing What It Is The Want



## Implementation

While Running Your Project, You Are Also Monitoring And Evaluating It.



## Completion

Take The Data You Collected Over The Evaluation And See What Went Right And What Went Wrong And Change What You Can To Fix Those Wrongs.

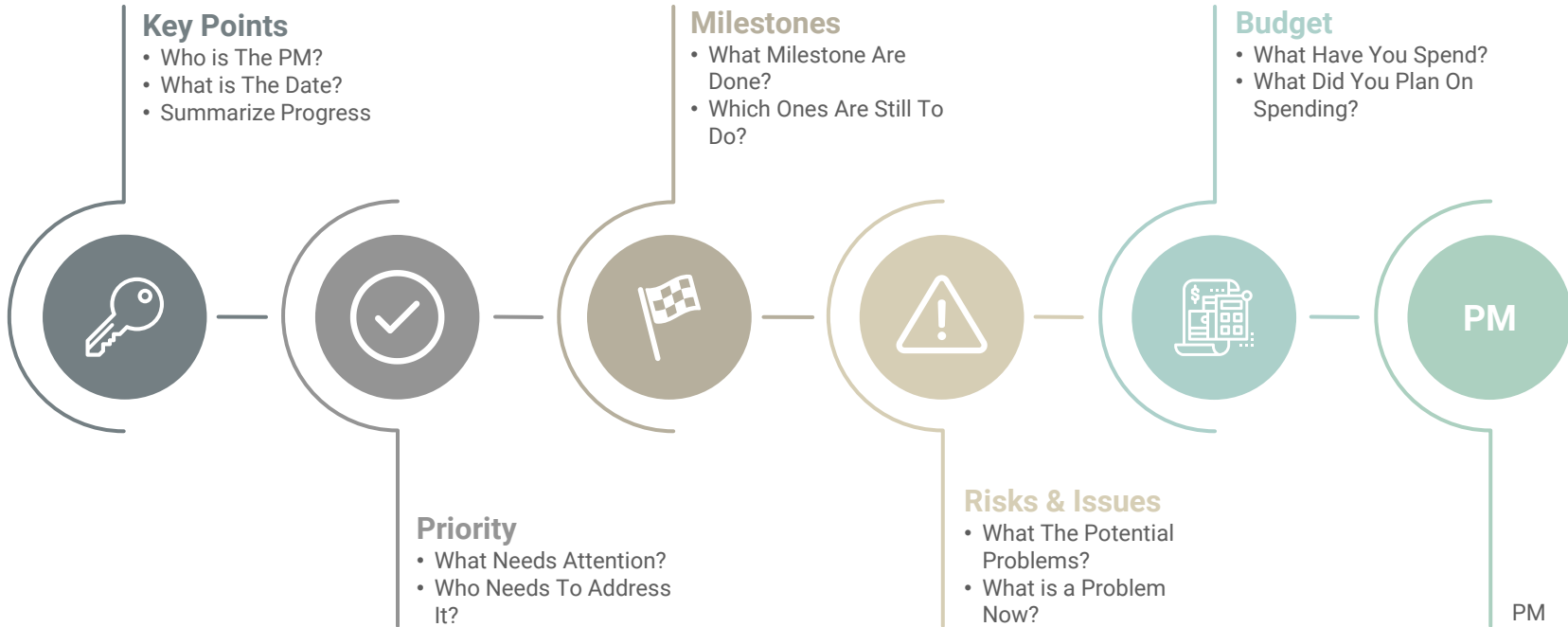


## Reporting & Dissemination

Evaluation Data Needs To Be Shared To Do The Most Good.

# Status Reporting – Step By Step Process

Enter your subhead line here



# Project Health Card - Health Summary

Project Status Summary - Health Summary

Overall Status: **GREEN**

75%

Total Project Completion



Scope

GREEN



Schedule

YELLOW



Budget

GREEN



Cost

YELLOW



Risks

RED



Quality

GREEN

# Project Health Card - Health Summary

Project Status Summary - Health Summary

Overall Status: **GREEN**

75%

Total Project Completion



Schedule

The project schedule is on track

GREEN



Resourcing

Resourcing is adequate

GREEN



Budget

Project within budget

GREEN



Risks

All project risks are in control

GREEN



Issues

Project issues need attention

Yellow



Benefits




Project benefits are off track and need to be fixed

Yellow

# Project Health Card - Health Status Report

Project Health Card - Health Status Report

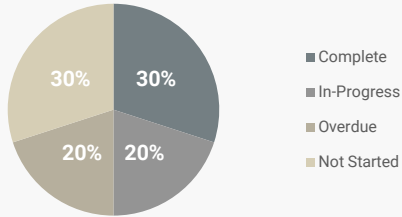
**Overall Project Status: GREEN**

<b>Schedule</b>		Project Implementation is on Schedule
<b>Resources</b>		Sufficient resources are available
<b>Budget</b>		Expenditures remain within budget
<b>Risks</b>		All project risks are under control
<b>Issues</b>		Project issues need attention
<b>Benefits</b>		Project is somewhat beneficial

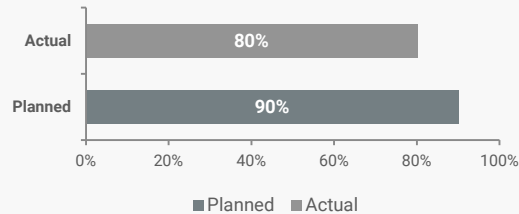
# Project Management Dashboard

Enter your subhead line here

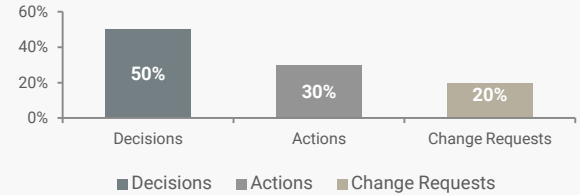
### Overall Task Status



### Budget



### Pending Items



Tasks	Assigned To	Priority	Status
Set Kick-Off Meeting	MKJ	...	Complete
Agree On Objectives	LKJ	...	Complete
Details Reqs.	OIY	...	Complete
Final Resource Plan	JHG	...	Overdue
Staffing	DFG	...	In Progress
Technical Reqs.	SER	...	In Progress
Testing	MKJ		Not Started
Dev. Complete	LKJ		Not Started
Hardware Config.	OIY		Not Started
System Testing	JHG		Not Started
Launch			

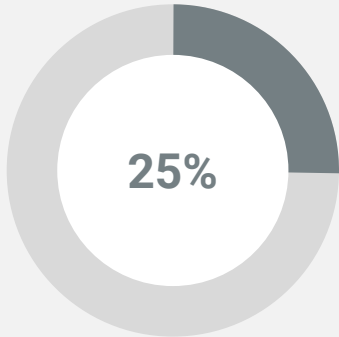
Tasks	9/2	9/7	9/12	9/27	10/2	10/7	10/12
Set Kick-Off Meeting	Text Hodder						
Agree On Objectives	Text Hodder						
Details Reqs.		Text Hodder					
Final Resource Plan		Text Hodder					
Staffing			Text Hodder				
Technical Reqs.			Text Hodder				
Testing				Text Hodder			
Dev. Complete	Text Hodder						
Hardware Config.		Text Hodder					
System Testing				Text Hodder			
Launch					Text Hodder		

# Project Status KPI Metrics

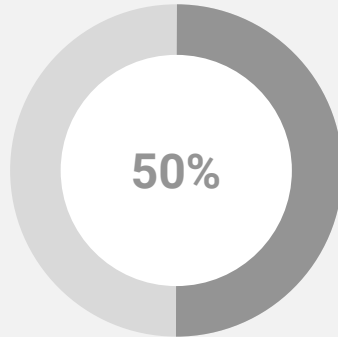
Enter your subhead line here



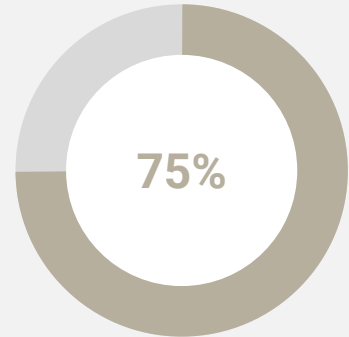
**Design**



**Develop**



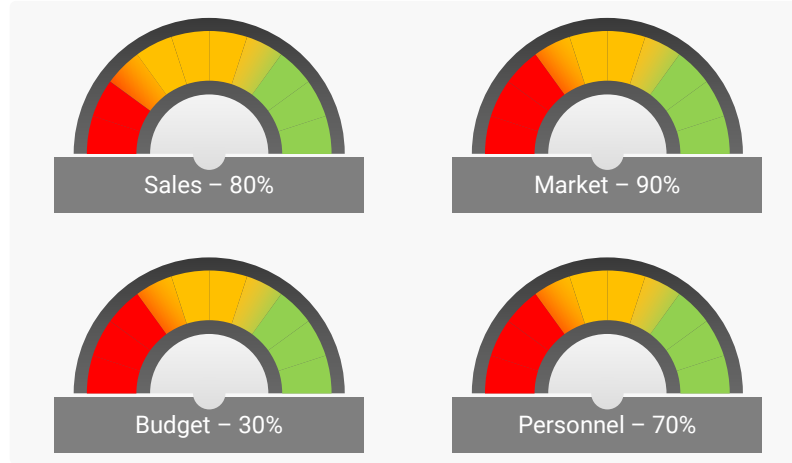
**Testing**



# Project Status KPI Metrics

Enter your subhead line here

Project name
Insert your description here
Project Manager
Insert your description here
Status Data
Insert your description here



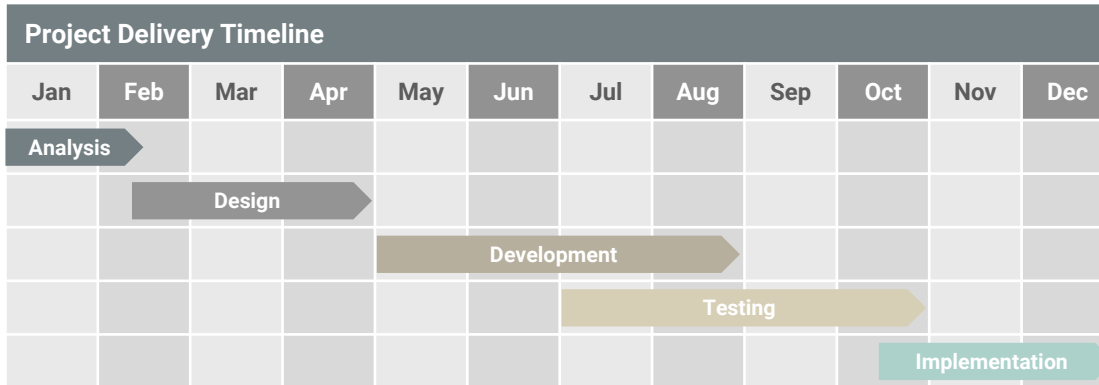
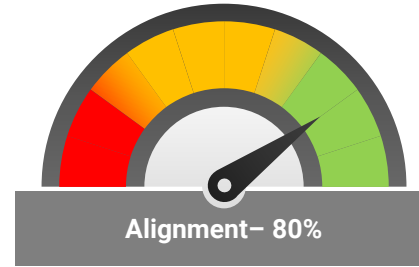
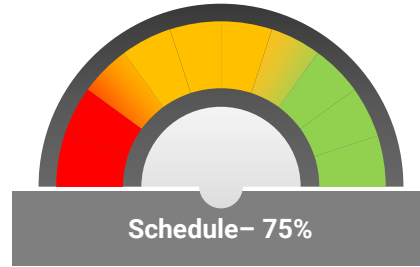
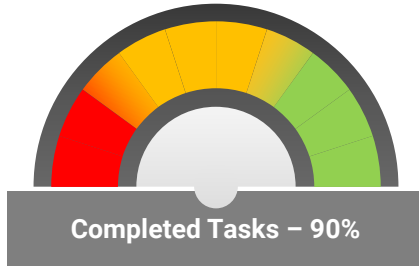
Work Sequence
Work Seq 1 – Completed
Work Seq 2 – Completed
Work Seq 3 – Budget Required
Work Seq 4 – Recourse Issue
Work Seq 5 – Completed

Risk	Assumptions	Issues	Dependencies
Text Holder	Text Holder	Text Holder	Text Holder
Text Holder	Text Holder	Text Holder	Text Holder
Text Holder	Text Holder	Text Holder	Text Holder



# Project Management Dashboard

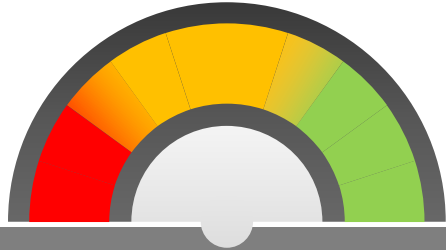
Enter your subhead line here



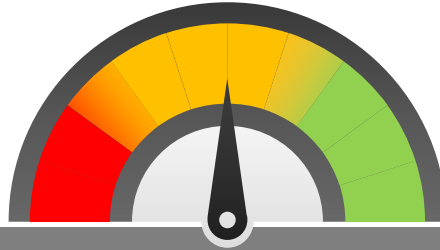
Other Key Updates/Notes
Project Progress in on Track
Resource Plan Is Intact.
.....
.....
.....

# Project Status KPI Metrics – Task Progress

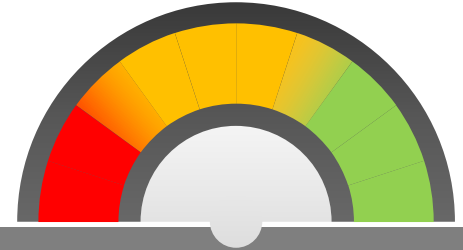
Enter your subhead line here



Completed Tasks – 80%



Tasks In Progress – 50%



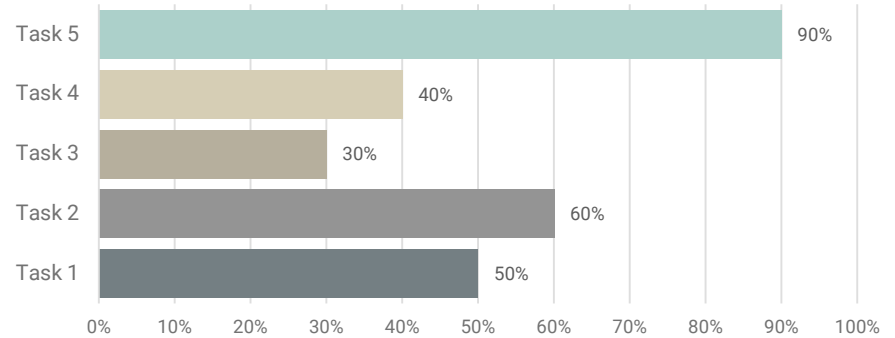
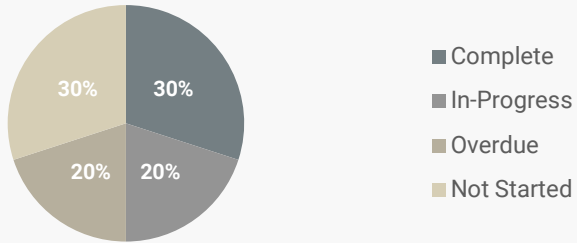
Not Started Takes – 10%

Tasks	Assigned To	Priority	Status	Complete
Task Name 1	MKJ	High	Complete	<div style="width: 100%;"><div style="width: 100%;"></div></div> 100%
Task Name 2	LKJ	Low	Complete	<div style="width: 100%;"><div style="width: 100%;"></div></div> 100%
Task Name 3	OIY	Medium	Complete	<div style="width: 100%;"><div style="width: 100%;"></div></div> 100%
Task Name 4	JHG	...	Overdue	<div style="width: 100%;"><div style="width: 20%;"></div></div> 20%
Task Name 5	DFG	...	In Progress	<div style="width: 100%;"><div style="width: 30%;"></div></div> 30%
Task Name 6	SER	...	In Progress	<div style="width: 100%;"><div style="width: 50%;"></div></div> 50%
Task Name 7	MKJ		Not Started	<div style="width: 100%;"><div style="width: 0%;"></div></div> 0%

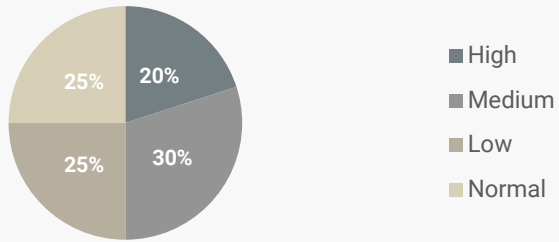
# Project Status KPI Metrics

Enter your subhead line here

## Overall Task Status



## Issues



## Risk Matrix

		Probability				
		Rare	Unlikely	Possible	Likely	Almost Certain
Impact	Catastrophic	Yellow	Orange	Red	Red	Red
	Major	Green	Yellow	Orange	Red	Red
	Moderate	Green	Yellow	Yellow	Orange	Red
	Minor	Green	Green	Yellow	Yellow	Orange
	Insignificant	Green	Green	Green	Green	Green

# Project Management Dashboard

Enter your subhead line here

<b>Project name</b>	Text Holder
<b>Project Manager</b>	John Smith
<b>Status Date</b>	09/09/2018
<b>Project Description</b>	
Insert your description here	

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	Text Hodder										
		Text Hodder									
			Text Hodder								
				Text Hodder							
						Text Hodder					

Schedule:	Budget:	Risks	Benefits
Text Holder	Planned Budget: \$750,000	New Risks in This Phase - 2	This is a sample text. You simply add your own text and description here.
Text Holder	Actual Budget: \$80,000	High Risks Still Open - 5	

Risk Description	Status	Assigned To:	Due Date:
Text Holder	Open	MJ	DD/MM/YY
Text Holder	Open	LK	DD/MM/YY
Text Holder	Open	SD	DD/MM/YY

# Project Status Report

Enter your subhead line here

<b>Project Name:</b> ...	<b>Project Manager(s):</b> ...	<b>Project Start Date</b> ...
<b>Department:</b> ...	<b>Project Sponsor</b> ...	<b>Project End Date</b> ...

## Project Description / Scope Statement

....

Project Path			Yellow
Title	Owner	Due	Status
Project Approval	MKJ	DD/MM/YY	Complete
Planning	LKJ	DD/MM/YY	Complete
Design	OIY	DD/MM/YY	In Progress
Development	JHG	DD/MM/YY	Not Started
Training	DFG	DD/MM/YY	Not Started
Launch	SER	DD/MM/YY	Not Started
Support	WER	DD/MM/YY	Not Started
Project Close Out	ASD	DD/MM/YY	Not Started

# Project Status Report

Enter your subhead line here

Key Risks			Green
Title	Owner	Due	Status
Risk Description 1	MKJ	DD/MM/YY	In Progress
Risk Description 2	LKJ	DD/MM/YY	In Progress
Risk Description 3	OIY	DD/MM/YY	In Progress
Risk Description 4	JHG	DD/MM/YY	In Progress
Risk Description 5	DFG	DD/MM/YY	In Progress
Risk Description 6	SER	DD/MM/YY	In Progress

Key Issues			Green
Title	Owner	Due	Status
Issue Description 1	MKJ	DD/MM/YY	In Progress
Issue Description 2	LKJ	DD/MM/YY	In Progress
Issue Description 3	OIY	DD/MM/YY	In Progress
Issue Description 4	JHG	DD/MM/YY	In Progress
Issue Description 5	DFG	DD/MM/YY	In Progress
Issue Description 6	SER	DD/MM/YY	In Progress

# Key Accomplishments

Enter your subhead line here

<b>Project Name</b>	...	<b>Overall Status:</b>	Green
<b>Date:</b>	MM/DD/YY	<b>Explanation:</b>	...
<b>Contact:</b>	...		
<b>Prepared By:</b>	<Name>		

Key Accomplishments
List key tasks and milestones achieved in this period, along with any key changes
...
...
...
...
...
...
...
...
...

# Key Issues

Enter your subhead line here

<b>Project Name</b>	...	<b>Overall Status:</b>	Green
<b>Date:</b>	MM/DD/YY	<b>Explanation:</b>	...
<b>Contact:</b>	...		
<b>Prepared By:</b>	<Name>		

ID	Key Issue	Action Plan	Status
...	...	...	Open
...	...	...	...
...	...	...	...
...	...	...	...
...	...	...	...
...	...	...	...
...	...	...	...
...	...	...	...
...	...	...	...



# Critical Milestones

Enter your subhead line here

<b>Project Name</b>	...	<b>Overall Status:</b>	Green
<b>Date:</b>	MM/DD/YY	<b>Explanation:</b>	...
<b>Contact:</b>	...		
<b>Prepared By:</b>	<Name>		

Critical Milestones	Health	Due Date	Comments/Status
...	Green	MM/DD/YY	...
...	Yellow	MM/DD/YY	...
...	Red	MM/DD/YY	...
...	...	MM/DD/YY	...
...	...	MM/DD/YY	...
...	...	MM/DD/YY	...
...	...	MM/DD/YY	...
...	...	MM/DD/YY	...
...	...	MM/DD/YY	...

# Project Milestones

Enter your subhead line here

ID	MILESTONE	STATUS	BASELINE COMPLETION DATE	EXPECTED COMPLETION DATE
01	...	Open	MM/DD/YY	MM/DD/YY
02	...	...	MM/DD/YY	MM/DD/YY
03	...	...	MM/DD/YY	MM/DD/YY
04	...	...	MM/DD/YY	MM/DD/YY
05	...	...	MM/DD/YY	MM/DD/YY
06	...	...	MM/DD/YY	MM/DD/YY
07	...	...	MM/DD/YY	MM/DD/YY








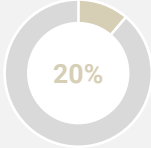

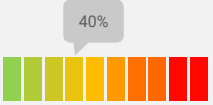
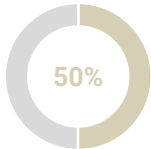

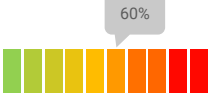
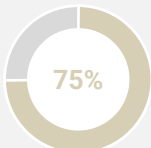

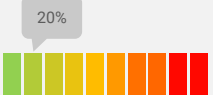
# Risk Identification

Enter your subhead line here

Risk Description	Likelihood	Impact	Mitigating Actions
This is a sample text. You simply add your own text and description here.	<b>Low</b>	<b>Very High</b>	This is a sample text. You simply add your own text and description here.
This is a sample text. You simply add your own text and description here.	<b>Medium</b>	<b>High</b>	This is a sample text. You simply add your own text and description here.
This is a sample text. You simply add your own text and description here.	<b>High</b>	<b>Medium</b>	This is a sample text. You simply add your own text and description here.
This is a sample text. You simply add your own text and description here.	...	...	This is a sample text. You simply add your own text and description here.

# Risk Identification

Enter your subhead line here

 <b>Type Of Risk</b>	 <b>Jeopardy</b>	 <b>Description Of The Risk</b>	 <b>Expectation Of The Risk</b>	 <b>Impact Of The Risk (1 To 10)</b>	 <b>Severity Of The Risk (Expectation X Impact)</b>	 <b>Contingencies / Plan Of Action</b>
Delay Of Critical Resource	Budget Schedule	No Funds Available Until XYZ Individual Is Located	 <b>20%</b>	 <b>3</b>	 <b>40%</b>	Contact Organization To Locate XYZ Individual
Delay Getting Additional Data	Schedule	Contractor Is Currently Searching For It	 <b>50%</b>	 <b>5</b>	 <b>60%</b>	Focus On Task Not Additional Contingency Required
Extra Project Asset	Schedule Resource	Can't Obtain Any Extra Assets	 <b>75%</b>	 <b>7.5</b>	 <b>20%</b>	Not Necessary Art This Time

# Risk Management Report







Enter your subhead line here

	Type of Risk	Insignificant	Minor	Moderate	Major	Severe
	Delay Of Critical Resource					
	Delay In Getting Additional Data					
	Schedule Overruns					
	Poor Communication					
	Skills Gap					

 Low  Medium  High  Critical

# Risk Tracker

Date Of Last Review : DD/MM/YY

# ID	 Description of Risk	 Impact Of Risk	 Risk Response	 Risk Level	 Risk Owner	 Note
1	Supplier Delay	Pushes Launch	Confirm Delivery Dates By Phase 2	High	MKJ	This is a sample text. You simply add your own text and description
2	Factory Availability	Cost Overruns	Stakeholder Trip To China	High	OIU	This is a sample text.
3	Steering Committee Unavailable	Delay Launch Marketing	Define Marketing Plans in March	Low	LKO	This is a sample text. You simply add your own text and description
4	....	....	....	....	..	....

# Risks And Pending Actions

Enter your subhead line here

TASK	RISKS			OPEN		PENDING ACTIONS
	HIGH	MEDIUM	LOW	ISSUES	REVISIONS	
Task 1	1	0	4	2	0	4
Task 2	2	3	5	1	2	3
Task 3	3	4	3	2	1	2
Task 4	5	8	1	1	0	0
Task 5	8	6	4	0	3	1
Task 6	5	0	0	2	0	2
Task 7	6	4	0	1	2	3
Task 8	7	3	3	0	1	4
Task 9	0	2	4	1	3	2
Task 10	4	4	5	2	0	0
Task 11	3	6	4	3	2	0
Task 12	2	3	6	0	1	1
Task 13	1	1	7	1	0	2
Task 14	5	0	2	2	1	3
Total	52	44	48	18	16	27

# Risk Evaluation

Enter your subhead line here

Severity Likelihood	Negligible (1)	Minor (2)	Moderate (3)	Significant (4)	Severe (5)
Low (1)		Delay in the delivery of office supplies			Natural calamities are damaging the infrastructure.
Medium (2)		Absence of key personnel		Running out of budget	
High (3)					



# Risk Evaluation

Enter your subhead line here

Risk Type	Likelihood	Severity	Result	Rank
Delay in the delivery of office supplies	Low	Negligible		Negligible
Absence of key personnel	Medium	Minor		Minor
Running out of budget	High	Moderate		Moderate
Natural calamities are damaging the infrastructure.		Significant		Significant
				Severe

# Project Risk Matrix Template

Enter your subheadline here

REF/ID	RISK TYPE	RISK DESCRIPTION	RISK SEVERITY	RISK LIKELIHOOD	RISK LEVEL	TRIGGER	PARTY RESPONSIBLE	"RESPONSE – BEFORE –"	"RESPONSE – CONTINGENCY –"
--	--	--	Acceptable	Improbable	Low	--	--	--	--
--	--	--	Tolerable	Possible	Medium	--	--	--	--
--	--	--	Undesirable	Probable	High	--	--	--	--
--	--	--	Intolerable	Probable	Extreme	--	--	--	--
--	--	--	--	--	--	--	--	--	--
--	--	--	--	--	--	--	--	--	--
--	--	--	--	--	--	--	--	--	--
--	--	--	--	--	--	--	--	--	--
--	--	--	--	--	--	--	--	--	--
--	--	--	--	--	--	--	--	--	--
--	--	--	--	--	--	--	--	--	--

# Issue Identification

Enter your subhead line here

Issue Description	Priority	Resolution Actions
This is a sample text. You simply add your own text and description here.	<b>Low</b>	This is a sample text. You simply add your own text and description here.
This is a sample text. You simply add your own text and description here.	<b>Medium</b>	This is a sample text. You simply add your own text and description here.
This is a sample text. You simply add your own text and description here.	<b>High</b>	This is a sample text. You simply add your own text and description here.
This is a sample text. You simply add your own text and description here.	...	This is a sample text. You simply add your own text and description here.

# Project Issues Management

Enter your subhead line here

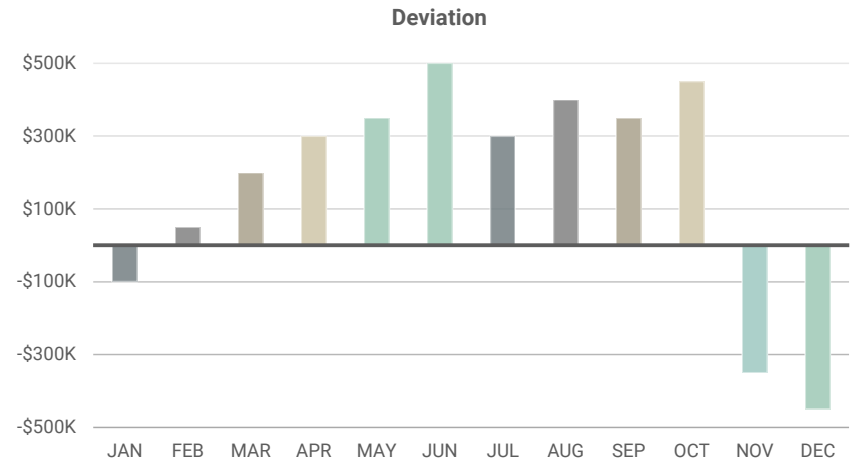
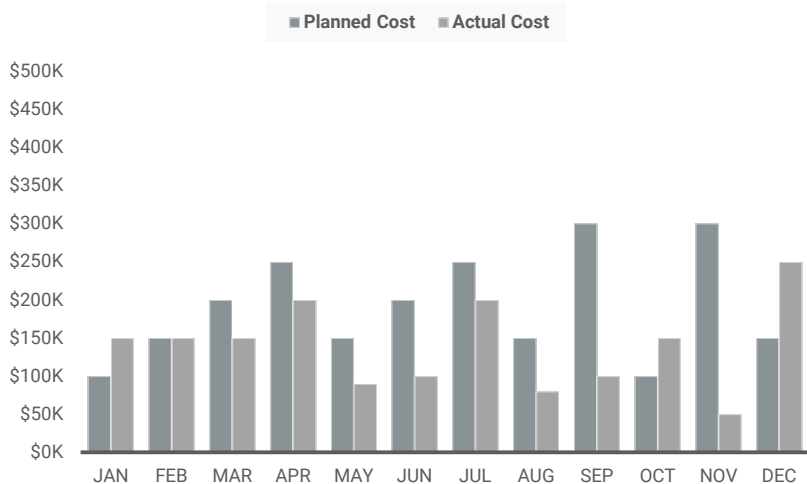
## Project Management Log

Project Management Log						
Project Name (Optional)		National Center (Required)		Project Manager Name (Required)		Project Description (Required)
ID	Current Status	Priority	Issues Description	Assigned To Owner	Expected Resolution Date	Escalation Required (Y/N)
1	Open	Critical	Example: Issues raised by board members about the financial viability of the project are preventing the project from moving forward as planned	..	DD/MM/YY	Yes
2	Work In Progress	High	Example: The project is short on specific skill set	..	DD/MM/YY	No
3	Closed	Medium	Example: Negotiation with functional managers in an organization competing for scarce human resources are forecasted to delay project completion	..	DD/MM/YY	Yes
4	Open	Low		..	DD/MM/YY	No
..	..	..	..	..	DD/MM/YY	..

# Budgeting – Planned /Actual Comparison

Enter your subhead line here

Type Of Cost	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>Planned Cost</b>	\$xxxx	\$xxxx	\$xxxx	\$xxxx	\$xxxx	\$xxxx	\$xxxx	\$xxxx	\$xxxx	\$xxxx	\$xxxx	\$xxxx
<b>Actual Cost</b>	\$xxxx	\$xxxx	\$xxxx	\$xxxx	\$xxxx	\$xxxx	\$xxxx	\$xxxx	\$xxxx	\$xxxx	\$xxxx	\$xxxx
<b>Value Difference</b>	\$xxxx	\$xxxx	\$xxxx	\$xxxx	\$xxxx	\$xxxx	\$xxxx	\$xxxx	\$xxxx	\$xxxx	\$xxxx	\$xxxx



# Actual Cost vs Budget

Enter your subhead line here

	Actual Cost (\$)	Budget (\$)	Deference In Figures (\$)	% Variance	Comments On Variance
Raw Material Cost	\$xxx	\$xxx	\$xxx	X%	....
Employee Cost	\$xxx	\$xxx	\$xxx	X%	....
Salary & Wages	\$xxx	\$xxx	\$xxx	X%	....
Maintenance Cost	\$xxx	\$xxx	\$xxx	X%	....
Finance Cost	\$xxx	\$xxx	\$xxx	X%	....
Electricity Cost	\$xxx	\$xxx	\$xxx	X%	....
Office Cost	\$xxx	\$xxx	\$xxx	X%	....
Administration Charges	\$xxx	\$xxx	\$xxx	X%	....
Expense 1	\$xxx	\$xxx	\$xxx	X%	....
Expense 2	\$xxx	\$xxx	\$xxx	X%	....
Total	\$xxx	\$xxx	\$xxx	X%	....

# SWOT / Competitors Analysis

Enter your subhead line here

	STRENGTHS	WEAKNESSES	OPPORTUNITIES	THREATS
Our Company	<ul style="list-style-type: none"><li>• This text is fully editable.</li><li>• You simply add your own text here.</li></ul>	<ul style="list-style-type: none"><li>• This text is fully editable.</li><li>• You simply add your own text here.</li></ul>	<ul style="list-style-type: none"><li>• This text is fully editable.</li><li>• You simply add your own text here.</li></ul>	<ul style="list-style-type: none"><li>• This text is fully editable.</li><li>• You simply add your own text here.</li></ul>
Competitor 1	<ul style="list-style-type: none"><li>• This text is fully editable.</li><li>• You simply add your own text here.</li></ul>	<ul style="list-style-type: none"><li>• This text is fully editable.</li><li>• You simply add your own text here.</li></ul>	<ul style="list-style-type: none"><li>• This text is fully editable.</li><li>• You simply add your own text here.</li></ul>	<ul style="list-style-type: none"><li>• This text is fully editable.</li><li>• You simply add your own text here.</li></ul>
Competitor 2	<ul style="list-style-type: none"><li>• This text is fully editable.</li><li>• You simply add your own text here.</li></ul>	<ul style="list-style-type: none"><li>• This text is fully editable.</li><li>• You simply add your own text here.</li></ul>	<ul style="list-style-type: none"><li>• This text is fully editable.</li><li>• You simply add your own text here.</li></ul>	<ul style="list-style-type: none"><li>• This text is fully editable.</li><li>• You simply add your own text here.</li></ul>
Competitor 3	<ul style="list-style-type: none"><li>• This text is fully editable.</li><li>• You simply add your own text here.</li></ul>	<ul style="list-style-type: none"><li>• This text is fully editable.</li><li>• You simply add your own text here.</li></ul>	<ul style="list-style-type: none"><li>• This text is fully editable.</li><li>• You simply add your own text here.</li></ul>	<ul style="list-style-type: none"><li>• This text is fully editable.</li><li>• You simply add your own text here.</li></ul>

# SWOT / Competitors Analysis

Enter your subhead line here

<b>S</b>  <b>STRENGTHS</b>	Quality	Staff	Service
	<ul style="list-style-type: none"><li>• This text is fully editable.</li><li>• You simply add your own text here.</li><li>• This text is fully editable. It can be replaced with your own style.</li></ul>	<ul style="list-style-type: none"><li>• This text is fully editable.</li><li>• You simply add your own text here.</li><li>• This text is fully editable. It can be replaced with your own style.</li></ul>	<ul style="list-style-type: none"><li>• This text is fully editable.</li><li>• You simply add your own text here.</li><li>• This text is fully editable. It can be replaced with your own style.</li></ul>
	Portfolio	Sales	Other
	<ul style="list-style-type: none"><li>• This text is fully editable.</li><li>• You simply add your own text here.</li><li>• This text is fully editable. It can be replaced with your own style.</li></ul>	<ul style="list-style-type: none"><li>• This text is fully editable.</li><li>• You simply add your own text here.</li><li>• This text is fully editable. It can be replaced with your own style.</li></ul>	<ul style="list-style-type: none"><li>• This text is fully editable.</li><li>• You simply add your own text here.</li><li>• This text is fully editable. It can be replaced with your own style.</li></ul>



# SWOT / Competitors Analysis

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# W

## WEAKNESSES

### Location

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### Technology

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# SWOT / Competitors Analysis

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<h1>O</h1> <b>OPPORTUNITIES</b>	Market	Product
	<ul style="list-style-type: none"><li>• This text is fully editable.</li><li>• You simply add your own text here.</li><li>• This text is fully editable. It can be replaced with your own style.</li></ul>	<ul style="list-style-type: none"><li>• This text is fully editable.</li><li>• You simply add your own text here.</li><li>• This text is fully editable. It can be replaced with your own style.</li></ul>
	Marketing	Growth
	<ul style="list-style-type: none"><li>• This text is fully editable.</li><li>• You simply add your own text here.</li><li>• This text is fully editable. It can be replaced with your own style.</li></ul>	<ul style="list-style-type: none"><li>• This text is fully editable.</li><li>• You simply add your own text here.</li><li>• This text is fully editable. It can be replaced with your own style.</li></ul>

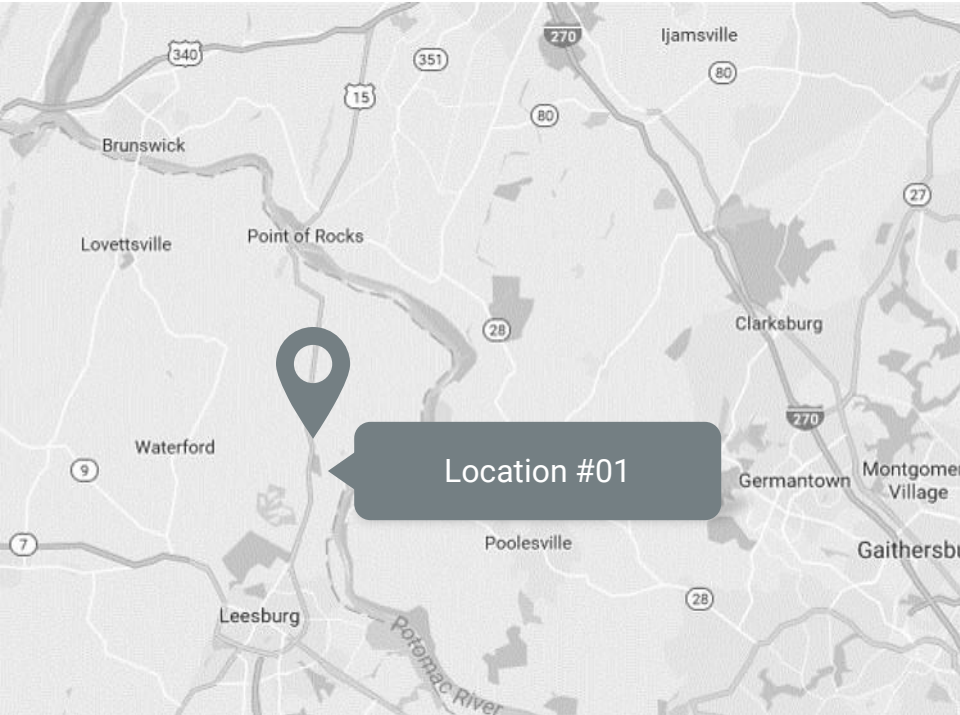
# SWOT / Competitors Analysis

Enter your subhead line here

<b>T</b>  <b>THREATS</b>	Market	Product
	<ul style="list-style-type: none"><li>• This text is fully editable.</li><li>• You simply add your own text here.</li><li>• This text is fully editable. It can be replaced with your own style.</li></ul>	<ul style="list-style-type: none"><li>• This text is fully editable.</li><li>• You simply add your own text here.</li><li>• This text is fully editable. It can be replaced with your own style.</li></ul>
	Marketing	Competition
	<ul style="list-style-type: none"><li>• This text is fully editable.</li><li>• You simply add your own text here.</li><li>• This text is fully editable. It can be replaced with your own style.</li></ul>	<ul style="list-style-type: none"><li>• This text is fully editable.</li><li>• You simply add your own text here.</li><li>• This text is fully editable. It can be replaced with your own style.</li></ul>

# Contact us

Enter your subhead line here



## Our Corporate Address:

This is a sample text. You simply add your own text and description here

USA

Phone:

Fax:

Email: [contact@your-business-plan.com](mailto:contact@your-business-plan.com)

[www.Your-Business-Plan.com](http://www.Your-Business-Plan.com)

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