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Project Plan Template – Simple

Project: _____

Dates: _____

This project will be a success if:

-
-
-

We will coordinate and communicate along the way by:

-
-
-

Area of Work (“Stream”)	Steps	Due Date	Stakeholders / MOCHA	Status/Notes
Overall				
Milestone / Sub-Project #1				
Milestone / Sub-Project #2				
Post Project (wrap-up, debrief, follow-up)				