Notes about this doc:

- This file was created by Michael Aird around 2022, and is an adapted version of a template my colleagues created. Some parts of this template might not make sense to you.
- For staff who I manage, I also share a guide on when and how to use this template, as well as worked examples. But I won't include those in this file.
- The parts in italics are just to guide you, and you should delete them once you're done with a given section.
- You can share this with whoever you want.

[Name of Project] - Project Plan
Version [number]. Created/last updated on [date].

> **Context on this doc / my goals in writing and sharing it / my intended next steps (e.g., is this a first draft or a penultimate one? How sure am I that I'll actually do this project?):**
> -
>
> **Feedback I'm particularly looking for:**
> -

Related Links
1. *[If there are files/folders/links that your future self or reviewers of this project plan should be reminded of when looking at the project plan, list them here. E.g., the main folder for this project, an Asana project for this project, the latest draft of the report this project focuses on.]*

Brief Summary
[Very briefly, what is this project, what will happen, and why is it important? (You'll elaborate on these points further below.)]

People I should consider talking to or getting feedback from
[This isn't exactly part of a "project plan", but seems generally worth thinking about and getting project-plan-reviewer's thoughts on. The same applies to "Things I should consider reading".]
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Things I should consider reading
-

Staffing ([MOCHA](#))

Manager	Owner	Consulted	Helper	Approver
[Person]	[Person]	[Person]	[Person]	[Person]

Project Objectives

Primary Objectives
[What is/are the main thing/s we are trying to accomplish?]

Secondary Objectives
[What else might we accomplish?]

Path to Impact
[How does this project have an impact? [...]]

Influence Plan
[What concrete steps will we take to ensure the "Path to Impact" happens? E.g., who will we disseminate findings to, and how?]

Publishing Plan
[How will this be published, if at all? Will any parts - or all of the work - be private/confidential? Are there any parts that can be published publicly? Where would we publish it? Who do we need to check with before publishing?]

Methods/Accuracy Plan
[How will we ensure the project is adequately reviewed and makes accurate claims? How will we make sure we don't omit relevant information?]

Scope
[What questions/topics will be in-scope? What questions/topics will be out of scope? For what questions/topics are you not sure whether they should be in scope, and roughly when and how will you decide that?

General tips from MA:
- *Try to optimize this in light of your objectives and path to impact*

- *Consider updating the objectives/path to impact once you've explicitly articulated your scope*
- *Be wary of making the scope too expansive or nebulous, since projects will in any case often end up ballooning or going down unexpected side-paths, and since even just a set scope/project will generally take longer than people expect]*

Failure Modes

Failure mode	Description	Likelihood	How can/will this failure mode be mitigated?

Early stopping points
[We should end a project early if it isn't getting the desired results. What would you look for to decide to stop early? Where would be some good early stopping points? When might these occur?]

Time Sensitivity
[Are there any relevant external deadlines? Why?]

Timeline / Milestones & Dates
[Add additional rows if needed.

*Note: It may often make sense to expect some overlap in tasks, rather than for one task to always fully wrap up before the next starts. Also, if there's a time when you will really need to stop working on this project and start working on other things, you should probably plan such that you'd finish some number of weeks **before** that time, i.e., you should probably leave some buffer. (This is partly to account for planning fallacy.)]*

Tasks/Milestones	Target Start Date (if relevant)	Target Completion Date
Project is completed		

Forecasts

[Are there any testable/verifiable forecasts you want to make for various things? (E.g., the likelihood you stick to the timeline / finish early / go over by X / go over by Y, the likelihood of certain failure modes, the likelihood of achieving primary and secondary goals, etc.)]

With X% confidence,	I predict that...(yes/no or prediction interval)	...by Y time (ideally a date, not e.g. "in 1 year"):
90%	*[funder] will make a grant of at least $1M to [...]*	*end of 2021*