PROJECT IMPLEMENTATION PLAN

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TEMPLATE WITH SAMPLE DATA

<Project Name>

Implementation Plan

VERSION 1.0 | MM/DD/YY

🚩Project Objectives and KPIs

|  |  |
| --- | --- |
| **Project Purpose** | |
|  | |
| **Project Goal** | **Project Objectives** |
| Goal 1 |  |
|  |
|  |
| Goal 2 |  |
|  |
|  |
| Goal 3 |  |
|  |
|  |

🎯Project Scope and Deliverables

|  |  |  |  |
| --- | --- | --- | --- |
| Scope Baseline | | | |
| Task | Dependencies | Deliverables | Acceptance Criteria |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |
| --- | --- |
| Exclusions, Assumptions and Constraints | |
| Exclusions |  |
| Assumptions |  |
| Constraints |  |

🗓️ Project Timeline and Milestones

|  |  |  |
| --- | --- | --- |
| Milestone | Description | Delivery Date |
|  |  | xx/yy/zz |
|  |  |  |
|  |  |  |

👥 Team Roles and Responsibilities

|  |  |  |
| --- | --- | --- |
| Name | Role | Responsibilities |
|  |  |  |
|  |  |  |
|  |  |  |

💲Budget Summary

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Task | Labor Costs | Material Costs | Other Costs | Budget | Actual |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

⚠️ Risks and Assumptions

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Risk | Likelihood | Impact | Response | Risk Level | Risk Owner |
| 1 |  | Schedule |  | High | Risk owner name |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

🗯️ Communication Plan

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Type | Purpose | Audience | Frequency | Format/  Channel | Owner | Status/Notes |
| e.g. Project Kick-off Meeting |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
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