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| **Reporting Date** |  |
| **Project Name** |  |
| **Project Manager** |  |
| **Project Status** |  |

**ONE PAGE PROJECT MANAGEMENT PLAN TEMPLATE**

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

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| **PROJECT MANAGER & KEY STAKEHOLDERS** |
| **Key Manager:** | **1.** **2.** **3.**  |

|  |  |
| --- | --- |
| **Key Deliverables** |  |
| Deliverable 1:Description | Deliverable 2:Description |
| Deliverable 3:Description | Deliverable 4:Description |

|  |  |
| --- | --- |
| **Key Milestones** | **Target Dates** |
| Milestone |  |
| Milestone |  |
| Milestone |  |
| Milestone |  |
| Milestone |  |

|  |  |
| --- | --- |
| **High-level Tasks** | **Assigned to** |
| Task 1 |  |
| Task 2 |  |
| Task 3 |  |
| **Status Overview****COMPLETED****DELAYED****IN PROGRESS** |

**Key Risks:**

* Risk 1
* Risk 2
* Risk 3
* Risk 4