**Project Plan**

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| Project:  |   |
| Project Plan Created By:  | Last Modified:  |
| Phone:  | Email:  |
| Project Description: |

* The [Gantt](https://www.lsntap.org/sites/lsntap.org/files/PM%20Toolkit%20-%20Gantt%20Chart.xlsx) chart identifies the project timeline by providing a schedule of activities and milestones.
* The [Project Communications Plan](https://www.lsntap.org/sites/lsntap.org/files/PM%20Toolkit%20-%20Project%20Communications%20Plan.xlsx) is a directory for the major stakeholders of the project. It details the form, frequency, and mode of communication of key stakeholders involved.
* The [Defining and Assigning](https://www.lsntap.org/sites/lsntap.org/files/PM%20Toolkit%20-%20Defining%20and%20Assigning%20Chart.xlsx) chart is used to show the different responsibilities among internal project members for the different aspects of work on the project.
* The [Work Breakdown Structure](https://www.lsntap.org/sites/lsntap.org/files/LSNTAP%20WBS.pdf) is used to visually show how each phase of the project is broken down and major tasks that must be completed within each phase.
* The [Kanban](https://www.lsntap.org/sites/lsntap.org/files/PM%20Toolkit%20-%20Kanban%20Board%20Examples.docx) board allows members of the project team to separate their tasks into categories or buckets of tasks such as Artifacts, New Issues, In Progress, Discuss/Meeting Agenda, and Icebox.
* The [Kickoff Meeting Agenda](https://www.lsntap.org/sites/lsntap.org/files/PM%20Toolkit%20-%20Kickoff%20Agenda%20Template.docx) is used to structure the first meeting with external stakeholders to keep thoughts organized, on task, and on time.
* The [Status Update](https://www.lsntap.org/sites/lsntap.org/files/PM%20Toolkit%20-%20Project%20Status%20Report%20Template.docx) template is used to provide status updates to the external team.
* The [Logic Model](https://www.lsntap.org/sites/lsntap.org/files/PM%20Toolkit%20-%20Logic%20Model.pptx) and [Logic Model Worksheet](https://www.lsntap.org/sites/lsntap.org/files/PM%20Toolkit%20-%20Logic%20Model%20Worksheet.docx) are used to determine the purpose of the project, what the outcome of the project, who and what project impacts, project activities, and what is the team putting into the project.
* The [Change Request Tracker](https://www.lsntap.org/sites/lsntap.org/files/Change%20Request%20Tracker.xlsx) logs change requests to the project that are outside of the planned scope.
* The [Risks and Issues Log](https://www.lsntap.org/sites/lsntap.org/files/Risks%20and%20Issues%20Log.xlsx) tracks risks and issues that arise during the project.
* The Lessons Learned Repository is a document culminating everything learned during the project – positive and negative.
* The Post-Mortem Meeting Agenda is used to structure the last meeting with the client to go over any outstanding tasks, deliverables, and other pertinent information.