**Work Plan**

**A. General Information**

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| --- | --- | --- | --- |
| Project Title: |  | Prepared By: |  |
| Date Prepared: |  | Version: |  |

B. Project Schedule

These are the key elements of your project that must be completed on-time and on-budget for your project to be successful and therefore require monitoring by the project manager and stakeholders. The status of these items should be reported in your Project Status Report.

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| --- | --- | --- | --- | --- | --- |
| **Element**  **(Milestone, Task, Activity, or Deliverable)** | **Description** | **Assigned To** | **Required Hours** | **Due Date** | **Dependencies** |
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