

Work Plan

A. General Information

<i>Project Title:</i>		<i>Prepared By:</i>	
<i>Date Prepared:</i>		<i>Version:</i>	

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.

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