

Work Plan Template

Project Name:

Prepared by:

Date:

1. Objective

Briefly describe the goal of the project.

2. Tasks

Task Number	Task Description	Assigned To	Start Date	Due Date	Resources Required	Status
1						
2						
3						

3. Resource Requirements

List all resources required to complete the project tasks (personnel, equipment, tools, etc.).

4. Stakeholder Needs

Outline the key expectations or requirements of stakeholders.

5. Workgroup Targets

Set specific targets for the team or individual contributors.

6. Timeline

Task Number	Milestone Description	Start Date	Due Date	Status
1				
2				
3				

7. Progress Review

Plan regular checkpoints to review progress and make necessary adjustments.
