

Team Project Plan Outline

1. Project Overview

- Project Title:
- Purpose/Goal:
- Key Deliverables:

2. Team Roles & Responsibilities

- Team Lead:
- Members & Roles:

3. Timeline & Milestones

1. Milestone 1:
2. Milestone 2:
3. Milestone 3:

4. Tasks & Assignments

- Task 1:
- Task 2:
- Task 3:

5. Communication Plan

- Preferred Channels:
- Meeting Schedule:

6. Risks & Mitigation

- Risk 1:
- Risk 2:

7. Success Criteria

- Criteria 1:
- Criteria 2: