

# Simple Project Plan Outline

## 1. Project Overview

- Project Name:
- Objective:
- Scope:
- Key Deliverables:

## 2. Team & Responsibilities

Team Member	Role	Responsibilities

## 3. Timeline & Milestones

Milestone	Target Date	Status

## 4. Tasks Breakdown

Task	Owner	Start Date	End Date	Status

## 5. Communication Plan

- **Meetings:** (Frequency, Participants)
- **Status Updates:** (Format, Frequency)
- **Channels:** (Email, Chat, Platform)

## 6. Risks & Issues

Risk / Issue	Owner	Mitigation / Action