

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