

Team-Oriented Project Plan Organizer

Project Overview

Project Name

Enter project name

Project Manager

Enter project manager

Start Date

End Date

Project Goals

Describe main project goals

Team Members

Name	Role	Contact
Name	Role	Email
Name	Role	Email

Milestones & Deadlines

Milestone	Description	Due Date	Owner
Milestone	Description		Owner
Milestone	Description		Owner

Tasks & Assignments

Task	Assigned To	Status	Notes
Task	Team Member	Not Started ▾	Notes
Task	Team Member	Not Started ▾	Notes

Notes / Comments

Additional notes or comments

