

Basic Project Rollout Plan Template

1. Project Overview

Project Name:
Project Manager:
Date:

Description:

2. Objectives & Goals

- Objective 1
- Objective 2
- Objective 3

3. Key Stakeholders

Name	Role	Contact

4. Rollout Phases & Timeline

Phase	Activities	Start Date	End Date
Phase 1			
Phase 2			

5. Resources

- Resource 1
- Resource 2
- Resource 3

6. Risks & Mitigations

Risk	Mitigation Strategy

7. Communication Plan

- Internal Updates (e.g., weekly meetings)
- Stakeholder Reports
- Change Management Notices