Simple Project Plan Outline

1. Project Overview

[Brief description of the project and its objectives]

2. Team & Roles

- **Project Manager:** [Name]
- **Team Members:**
  - [Name] â€" [Role]
  - [Name] â€" [Role]

- **Stakeholders:** [Names]

3. Goals & Deliverables

1. [Goal or Deliverable 1]
2. [Goal or Deliverable 2]
3. [Goal or Deliverable 3]

4. Timeline

- **Kick-off:** [Date]
- **Milestone 1:** [Description & Date]
- **Milestone 2:** [Description & Date]
- **Project Completion:** [Date]

5. Tasks & Responsibilities

1. **Task 1:** [Task Name]
   Assigned to: [Name]
2. **Task 2:** [Task Name]
   Assigned to: [Name]
3. **Task 3:** [Task Name]
   Assigned to: [Name]

6. Resources

- [Resource 1]
- [Resource 2]

7. Risks & Mitigation

- **Risk 1:** [Description]
  Mitigation: [Plan]
- **Risk 2:** [Description]
  Mitigation: [Plan]

8. Notes

[Additional notes or comments]