[Company Name / Logo]

Work Plan Template

[DD/MM/YYYY]

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| --- |
| **[Project Name]** |
| *Use this space to explain why a work plan has been issued for this project. Is it part of a broader project? Is there a specific or long-term objective that this project is trying to achieve?* |
| **Purpose** | **Objectives** | **Project Manager(s)** |
| *2-3 sentence description of the context and purpose of this project.* | * [Objective 1]
* [Objective 2]
* [Objective 3]
* [Objective 4]
* [Objective 5]
 | * [Name], [Department]
* [Name], [Department]
* [Name], [Department]
* [Name], [Department]
* [Name], [Department]
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| **Work Plan** |
| *Use the space below to outline your work plan. Break up objectives into specific tasks with a priority level and due date. You can also note any potential collaborators and keep track of each task by updating its status in the status column.*  |
| **Action Items** | **Priority** | **Collaborator(s)** | **Due Date** | **Status** |
| **[Objective #1 Name]** |
| [Task Name] | [Priority Level] | [Name / Dept.] | [DD/MM/YYYY] | [Status] |
| [Task Name] | [Priority Level] | [Name / Dept.] | [DD/MM/YYYY] | [Status] |
| [Task Name] | [Priority Level] | [Name / Dept.] | [DD/MM/YYYY] | [Status] |
| Notes: |
| **[Objective #2 Name]** |
| [Task Name] | [Priority Level] | [Name / Dept.] | [DD/MM/YYYY] | [Status] |
| [Task Name] | [Priority Level] | [Name / Dept.] | [DD/MM/YYYY] | [Status] |
| [Task Name] | [Priority Level] | [Name / Dept.] | [DD/MM/YYYY] | [Status] |
| Notes: |
| **[Objective #3 Name]** |
| [Task Name] | [Priority Level] | [Name / Dept.] | [DD/MM/YYYY] | [Status] |
| [Task Name] | [Priority Level] | [Name / Dept.] | [DD/MM/YYYY] | [Status] |
| [Task Name] | [Priority Level] | [Name / Dept.] | [DD/MM/YYYY] | [Status] |
| Notes: |
| **[Objective #4 Name]** |
| [Task Name] | [Priority Level] | [Name / Dept.] | [DD/MM/YYYY] | [Status] |
| [Task Name] | [Priority Level] | [Name / Dept.] | [DD/MM/YYYY] | [Status] |
| [Task Name] | [Priority Level] | [Name / Dept.] | [DD/MM/YYYY] | [Status] |
| Notes: |
| **[Objective #5 Name]** |
| [Task Name] | [Priority Level] | [Name / Dept.] | [DD/MM/YYYY] | [Status] |
| [Task Name] | [Priority Level] | [Name / Dept.] | [DD/MM/YYYY] | [Status] |
| [Task Name] | [Priority Level] | [Name / Dept.] | [DD/MM/YYYY] | [Status] |
| Notes: |