[Company Name / Logo]

Work Plan Template

[DD/MM/YYYY]

|  |  |  |
| --- | --- | --- |
| **[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] |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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: | | | | |