Use the **"Simple Project Plan Template"** to create a project implementation plan based on the goals you set for yourself

The table header contains several fields with the parameters of your project that you need to fill in. They are highlighted with blue font.

PROJECT TITLE:	START DATE:
PROJECT MANAGER:	COMPLETION DATE:

These are the fields:

- **"PROJECT TITLE"** Enter the title of your project/program/initiative in this cell.

- **"PROJECT MANAGER"** In this cell, enter the name of the project manager responsible for the final result.

- **"START DATE"** In the box adjacent to this description, enter the start date of your project in the **dd.mm.yy** format.

- **"COMPLETION DATE"** In the box adjacent to this description, enter the end date of your project in the **dd.mm.yy** format.

Below is the logical structure of the project:

GOAL 1	OBJECTIVE 1	Activity 1	Outcome 1	Performer 1	Deadline 1
		Activity 2	Outcome 2	Performer 2	Deadline 2
		Activity 3	Outcome 3	Performer 3	Deadline 3
		Activity 4	Outcome 4	Performer 4	Deadline 4
		Activity 5	Outcome 5	Performer 5	Deadline 5
	OBJECTIVE 2	Activity 6	Outcome 6	Performer 6	Deadline 6
		Activity 7	Outcome 7	Performer 7	Deadline 7
		Activity 8	Outcome 8	Performer 8	Deadline 8
		Activity 9	Outcome 9	Performer 9	Deadline 9
		Activity 10	Outcome 10	Performer 10	Deadline 10

The table provides fields for 3 project goals (there may be more or less). To customize the table for yourself - create or delete the required number of rows.

The project logic is divided into 6 stages:

- At the Goal stage, you plan and write in the appropriate field a long-term desired goal that should be achieved through the implementation of the project;

- To achieve one goal, you may need to complete a number of tasks: think and write in the appropriate fields what tasks you need to solve to achieve the final goal. Originally, there are fields for two tasks, though there can be more as well;

- To complete one task, you need to complete a number of small activities: in the appropriate boxes, enter a list of such activities as components of each task;

- The execution of each activity will lead to a certain end result (product). In the appropriate cells for each activity, fill in the expected (desired) results from each of the activities.

- For each of the activities should have a dedicated performer responsible for achieving the result. In the appropriate fields, add the names of the team members for each of the activities.

- Each activity has a deadline for completion. In the responsive fields, enter the expected deadline for each activity. This will help you in the future, to track deviations from the planned plan during the implementation of the project.