

Exercise #2 Creating a Project Plan

In this group exercise you will develop the preliminary project plan, identifying all key elements to make the project a success.

Review the scenario assigned to your project team. Use the mindmaps created in Exercise #1 and the scenario to create a project plan.

Project Name

Project Goal

Intended Audience

Stakeholders

Project Team Members

Timeline and Milestones

Marketing and Communications Plan

Internal:

External:

Deliverables

Budget

Item	one-time cost	ongoing annual cost
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Total	_____	_____