PROJECT ORGANIZER

— PLAN STRATEGICALLY. EXECUTE EFFECTIVELY. DELIVER RESULTS. —

> "A goal without a plan is just a wish."

1 PROJECT OVERVIEW

Project Title: _____
Project Manager: _____
Department / Team: _____
Client / Sponsor: _____
Start Date: _____
Target End Date: _____
Priority: ☐ Low ☐ Medium ☐ High
Project Description / Purpose:

PROJECT GOAL

What do we want to achieve?

SUCCESS CRITERIA

How will we measure success?

KEY DELIVERABLES

What are the main outputs?

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

STAKEHOLDERS & ROLES

Stakeholder	Role / Responsibility

5 TASK PLAN

Break down the work into manageable tasks and track progress.

ID	TASK / ACTIVITY	DESCRIPTION	OWNER	PRIORITY (H / M / L)	START DATE	DUE DATE	STATUS	% COMPLETE	NOTES
1							☐ Not Started ☐ In Progress ☐ Completed	____%	
2							☐ Not Started ☐ In Progress ☐ Completed	____%	
3							☐ Not Started ☐ In Progress ☐ Completed	____%	
4							☐ Not Started ☐ In Progress ☐ Completed	____%	
5							☐ Not Started ☐ In Progress ☐ Completed	____%	
6							☐ Not Started ☐ In Progress ☐ Completed	____%	
7							☐ Not Started ☐ In Progress ☐ Completed	____%	
8							☐ Not Started ☐ In Progress ☐ Completed	____%	
9							☐ Not Started ☐ In Progress ☐ Completed	____%	
10							☐ Not Started ☐ In Progress ☐ Completed	____%	

PROJECT TIMELINE

- Milestone / Phase 1 — Date: _____
- Milestone / Phase 2 — Date: _____
- Milestone / Phase 3 — Date: _____
- Milestone / Phase 4 — Date: _____
- Final Delivery / Closure — Date: _____

RACI MATRIX (Key Activities)

Activity / Deliverable	R Responsible	A Accountable	C Consulted	I Informed

BUDGET / COST TRACKER

Item / Category	Estimated Cost	Actual Cost	Variance
TOTAL	—	—	—

RISK MANAGEMENT

Risk	Impact (H/M/L)	Probability (H/M/L)	Mitigation Plan	Owner

RESOURCE PLAN

Resource / Role	Skills / Expertise	Allocation (%)	Availability

COMMUNICATION PLAN

What	Who	How	Frequency

12 PROGRESS TRACKER

Overall Progress

Progress Summary

- On Track _____
- At Risk _____
- Delayed _____
- Completed _____

KEY NOTES & DECISIONS

Key Decisions

- _____
- _____
- _____

Notes

- _____
- _____
- _____

CLOSURE CHECKLIST

- ☐ All deliverables completed and approved
- ☐ Project objectives achieved
- ☐ Documentation finalized and stored
- ☐ Lessons learned captured
- ☐ Project review conducted
- ☐ Stakeholders notified of closure
- ☐ Project officially closed

Closure Date: _____
Project Manager Sign-off: _____

REMEMBER

- Define clear goals and priorities.
- Plan your work and resources.
- Communicate regularly.
- Track progress and adapt.
- Deliver quality results.

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