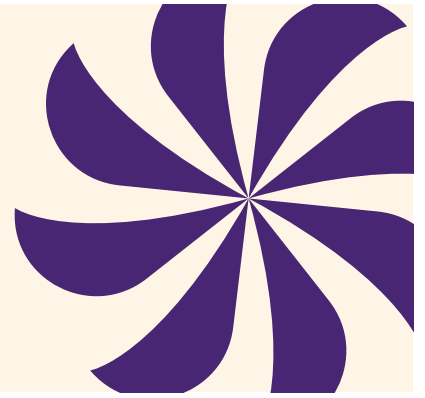# Our Plan

Lay out the specifics of your team's project to make sure that everyone is on the same page.

Overview

Project Name: Write here

Target Date: MM/DD/YYYY

Primary Goals

Goals	Success Metrics
Explain the objective of the team. What is the main problem or need that is being addressed? What is the scope of the project?	Include a measurable outcome that will indicate when the objective has been reached.
	Add another metric
	Add another metric

Resources

Budget	Manpower	Technology
Identify budget requirements	Determine necessary manpower and expertise.	Ensure technology and tools are in place for project execution.

Timeline and Tasks

The Roadmap

	Month 1	Month 2	Month 3	Month 4
Phase 1 Provide further details here	What goes on at this stage?			
	What goes on at this stage?			
		What goes on at this stage?		
Phase 2 Provide further details here				
Phase 3 Provide further details here				

To-Do List

Point Person	Task	Status		Deadline
	Explain what needs to be done	☐ ☐ ☐	**Done** **Ongoing** **Paused**	MM/DD/YYYY
	Make sure to include important details	☐ ☐ ☐	**Done** **Ongoing** **Paused**	MM/DD/YYYY
	Add more rows as needed	☐ ☐ ☐	**Done** **Ongoing** **Paused**	MM/DD/YYYY

Notes

- Schedule follow-up meeting to periodically evaluate project effectiveness.

- Write down questions and decisions

- Make necessary adjustments to improve project execution.

- Celebrate Achievements!🥂