**PART 1:**

## Project Title:

**Description:** (summary of justification of project plan). Cite all sources following APA guidelines. (references must be included).

### Project Objectives:

* Cost tracking

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Operational Step** | **Responsible Person** | **Timeline** | **Potential risk factors** | **Contingency plans** |
|  | Name/title |  |  |  |
|  | Name/title |  |  |  |
|  | Name/title |  |  |  |
|  | Name/title |  |  |  |

* Milestone Tracking

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Operational Step** | **Responsible Person** | **Timeline** | **Potential risk factors** | **Contingency plans** |
|  | Name/title |  |  |  |
|  | Name/title |  |  |  |
|  | Name/title |  |  |  |
|  | Name/title |  |  |  |

* Project Completion

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Operational Step** | **Responsible Person** | **Timeline** | **Potential risk factors** | **Contingency plans** |
|  | Name/title |  |  |  |
|  | Name/title |  |  |  |
|  | Name/title |  |  |  |
|  | Name/title |  |  |  |