

This is intended to help you to start to think about planning your project. It is not an official project management plan, but contains some points that can start your thought process. We hope it helps!

## Describe the project:

Name	Comment
Scope (what is it about?)	
Time (how long will it take?)	
Cost (what will it cost?)	
Quality (how will you make sure its quality?)	
Resources (what are you going to use to make it happen?)	
Communications (how will you communicate?)	
Risk (what are the risks and how will you manage them?)	
Procurement (do you need to buy anything to make it happen?)	
Stakeholders (who is involved?)	

## Describe the project baselines:

*A baseline is a clearly defined starting point. When and how will you start?*

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# Describe the project life cycle:

*Divide up your project into stages or phases and describe each activity (key activities) and what you want to achieve (key deliverables) at each stage:*

Phase	Key Activities	Key Deliverables