[](https://www.smartsheet.com/try-it?trp=11799&utm_source=integrated-content&utm_campaign=/content/ms-word-project-plan-templates&utm_medium=One-Page+Project+Plan+doc+11799&lpa=One-Page+Project+Plan+doc+11799)**ONE-PAGE PROJECT PLAN TEMPLATE**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| PROJECT NAME |  | | | PROJECT MANAGER |  |
| PROJECT DELIVERABLE |  | | | | |
| SCOPE STATEMENT |  | | | | |
| START DATE | 09/02/20XX | END DATE | 10/10/20XX | OVERALL PROGRESS | 37% |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **WBS No.** | **TASK NAME** | **ASSIGNED TO** | **START  DATE** | **END  DATE** | **DURATION**  in days | **STATUS** | **COMMENTS** |
|  | Set Kickoff Meeting | Alex B. | 09/02 | 09/03 | 2 | Complete |  |
|  | Agree on Objectives | Frank C. | 09/03 | 09/07 | 5 | Complete |  |
|  | Detailed Requirements | Jacob S. | 09/07 | 09/12 | 6 | Complete |  |
|  | Hardware Requirements | Jacob S. | 09/09 | 09/11 | 3 | Overdue |  |
|  | Final Resource Plan | Jacob S. | 09/11 | 09/15 | 5 | In Progress |  |
|  | Staffing | Alex B. | 09/16 | 09/17 | 2 | In Progress |  |
|  | Technical Requirements | Frank C. | 09/17 | 09/21 | 5 | On Hold |  |
|  | DB Development | Shari W. | 09/22 | 09/24 | 3 | Rev. Req. |  |
|  | API Development | Shari W. | 09/23 | 09/27 | 5 | Approved |  |
|  | UI Client | Alex B. | 09/25 | 09/29 | 5 | Not Started |  |
|  | Testing | Kennedy K. | 09/24 | 10/02 | 9 | Not Started |  |
|  | Development Complete | Jacob S. | 10/02 | 10/05 | 4 | Not Started |  |
|  | Hardware Configuration | Alex B. | 10/05 | 10/07 | 3 | Not Started |  |
|  | System Testing | Kennedy K. | 10/06 | 10/09 | 4 | Not Started |  |
|  | **Launch** |  | 10/10 | 10/10 | 1 | Not Started |  |

**ONE-PAGE PROJECT PLAN TEMPLATE**

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| PROJECT NAME |  | | | PROJECT MANAGER |  |
| PROJECT DELIVERABLE |  | | | | |
| SCOPE STATEMENT |  | | | | |
| START DATE |  | END DATE |  | OVERALL PROGRESS |  |

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| **WBS No.** | **TASK NAME** | **ASSIGNED TO** | **START  DATE** | **END  DATE** | **DURATION**  in days | **STATUS** | **COMMENTS** |
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