**WORK PLAN TEMPLATE**

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| --- | --- | --- | --- | --- |
| PROJECT NAME | PROJECT MANAGER | DURATION | START DATE | **[A green sign with white text  Description automatically generated with medium confidence](https://www.smartsheet.com/try-it?trp=11970&utm_source=template-word&utm_medium=content&utm_campaign=Work+Plan-word-11970&lpa=Work+Plan+word+11970)**END DATE |
|  |  |  |  |  |

Phase 1

Phase 2

Phase 3

Phase 4

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Planning | | Execution | | Monitoring & Control | | Project Closure | |
|  | DURATION: |  | DURATION: |  | DURATION: |  | DURATION: |  |

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| --- | --- | --- | --- | --- |
| ACTIVITY PROMPTS –– Delete if N/A –– | Define project objectives and goals. | Assign tasks and responsibilities to team members. | Monitor project progress and assess against milestones. | Verify project deliverables against acceptance criteria. |
| Identify stakeholders and project team members. | Implement project plan according to schedule. | Identify risks and implement risk mitigation strategies. | Obtain client or stakeholder signoffs. |
| Develop project timeline and milestones. | Conduct regular team meetings and progress reviews. | Adjust project plan based on any deviations. | Document lessons learned, and finalize project report. |

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| ACTIVITIES |  |  |  |  |
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| OUTCOMES |  |  |  |  |
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**WORK PLAN TEMPLATE – EXAMPLE**

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| --- | --- | --- | --- | --- |
| PROJECT NAME | PROJECT MANAGER | DURATION | START DATE | END DATE |
| Mobile App Development - "Connectify" | Mathias Nevin | 6 Months | 04/01/20XX | 09/30/20XX |

Phase 1

Phase 2

Phase 3

Phase 4

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Planning | | Execution | | Monitoring & Control | | Project Closure | |
|  | DURATION: | 1 Month | DURATION: | 3 Months | DURATION: | 1.5 Months | DURATION: | 1.5 Months |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ACTIVITY PROMPTS –– Delete if N/A –– | Define project objectives and goals. | Assign tasks and responsibilities to team members. | Monitor project progress and assess against milestones. | Verify project deliverables against acceptance criteria. |
| Identify stakeholders and project team members. | Implement project plan according to schedule. | Identify risks and implement risk mitigation strategies. | Obtain client or stakeholder signoffs. |
| Develop project timeline and milestones. | Conduct regular team meetings and progress reviews. | Adjust project plan based on any deviations. | Document lessons learned, and finalize project report. |

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| ACTIVITIES | Identify target user demographics and app features. | Allocate programming tasks to developers and design tasks to UI/UX designers. | Check app functionalities against defined criteria. | Conduct thorough testing and gather feedback from beta users. |
| Form cross-functional team, including developers, designers, and testers. | Begin coding app features and designing app's interface. | Address technical challenges and refine UI elements. | Present app prototype for user acceptance and feedback. |
| Create Gantt chart outlining development stages and deadlines | Have weekly progress meetings to track development stages. | Modify project schedule if required due to unforeseen issues. | Compile feedback and document insights for future projects. |

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| OUTCOMES | Completed project scope document defining app functionalities. | Completed coding for core app features. | Refined app functionalities based on initial testing. | Received positive user feedback and final acceptance for app prototype. |
| Identified stakeholders and formed project team. | Developed initial app interface and functionalities. | Made risk assessment and implemented mitigation strategies. | Generated lessons learned and project closure report. |
| Drafted project schedule with milestones. | Took meeting minutes and updated progress reports. | Reported on project status and updated project schedule. | Created final app documentation and user manuals. |

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