

## <Project Name> Workplan Template

ID	Task	Responsible	Dates		Milestone	Comments/Status
			Start	Finish	Y/N	
<b>Visualize</b>						
1.	<b>Determine Stakeholder Needs</b>					
2.	Complete Stakeholder Analysis Template					
3.	<b>Develop Vision Statement</b>					
4.	Conduct Kick-Off Meeting					
5.	Create Vision					
6.	Conduct Kick-off meeting					
7.	Complete Mtg. Outcome Summary					
8.	Management Sign-off					
9.	<i>&lt;Insert additional rows for other project specific milestones and tasks&gt;</i>					
<b>Plan</b>						
10.	Prioritize Performance Factors					
11.	Evaluate "SMART" vision					
12.	Determine risks/ potential obstacles					
13.	<b>Identify Milestones</b>					
14.	Create Milestones and Timeline Chart					
15.	<b>Create Workplan</b>					
16.	Identify Major and Minor Pieces					
17.	Determine tasks					
18.	Clarify task dependencies					

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ID	Task	Responsible	Dates		Milestone	Comments/Status
			Start	Finish	Y/N	
19.	Build workplan					
20.	Develop Communication Plan					
21.	Determine resources and budget					
22.	Clarify needed skills and equipment needs					
23.	Determine team member roles and responsibilities					
24.	Determine performance measures					
25.	<Insert additional rows for other project specific milestones and tasks>					
<b>Implement</b>						
26.	<Insert additional rows for other project specific milestones and tasks> >					
<b>Close</b>						
27.	Conduct project evaluation					
28.	Conduct problem analysis					
29.	Present findings					
30.	Celebrate success					
31.	<Insert additional rows for other project specific milestones and tasks>					