Project Plan Template

Project overview

Project name	New office fit-out
Client	Client company name
Project manager	Your name
Start date	03-11-2026
End date	25-01-2027
Budget / contract value	1,000,000
Objective	Deliver a ready-to-use office for 40 staff by 25 January 2027
Key deliverables	Approved layout, civil and electrical work, furniture, handover
Assumptions and risks	Client approves design within 5 days; material prices stable

Project schedule

Phase	Milestone / deliverable	Owner	Start date	End date	Duration (days)	Status
Initiation	Project charter approved	Project manager	03-11-2026	05-11-2026	3	Done
Planning	Scope, schedule and budget signed off	Project manager	06-11-2026	14-11-2026	9	In progress
Execution	Phase 1 delivered	Team lead	15-11-2026	15-12-2026	31	Not started
Execution	Phase 2 delivered	Team lead	16-12-2026	20-01-2027	36	Not started

Phase	Milestone / deliverable	Owner	Start date	End date	Duration (days)	Status
Monitoring	Weekly status reports	Project manager	15-11-2026	20-01-2027	67	Ongoing
Closure	Handover and final invoice	Project manager	21-01-2027	25-01-2027	5	Not started

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