<Name of Project> Project Plan

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Store Number/Name | Address | Date |
|  |  |
| Store Manager | District Manager |

# Situation / Strategy Supported

This project plan supports the following situation(s) / strategies:

<here>

# Program Description

This project plan supports: <put SMART goal here - specific, measurable, actionable, realistic and time specific>

<Put a summary description here of what this program is about and supposed to achieve. Write this in such a way that anyone who picks this up from leadership to junior employee understands what this is about.>

# Success Measures

* <what we will specifically measure to indicates success?>
* <what we will specifically measure to indicates success?>

# Project Team

The following people will support this project:

|  |  |
| --- | --- |
| Name | Role |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

# Milestones & Tasks

The key milestones and tasks to complete this project include:

| Done | Milestones & Tasks | Due | Lead |
| --- | --- | --- | --- |
| x | <here> | <date> | <name> |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# Budget Costs & Time Commitments

|  |  |
| --- | --- |
| Budgeted Items | Amount |
| <brief description of the item here> | $000.00 |
|  | $000.00 |
|  | $000.00 |
|  | $000.00 |
|  | $000.00 |
| Total Investment: | $0,000.00 |