



Project Pre-Plan

Purpose of project/ Why:						
Who will participate (project team):						
What is the outcome?						
When is the completion date for the project?						
	What are the measurable results of the project?			What will not be included in the project?		
	1			1		
	2			2		
	3			3		
	4			4		
	5			5		
Who will you communicate with?	1	2	3	4	5	6
How often will you communicate?	1	2	3	4	5	6
What mode of communication will you use?	1	2	3	4	5	6
What products, results, and services will be provided?	1	2	3	4	5	6
Budget?						
What are the quality requirements of the project?	1	2	3	4	5	6
What uncertain/unexpected things could happen to take the project off track?						
What are the key deadlines?	1	2	3	4	5	6
What resources are available/ needed?	1	2	3	4	5	6