Project plan template: free and simple, step by step

From goal to delivery on one board, with a weekly update and a look back.

The basics of project management: agree on scope first, break the work down, check progress weekly.

9 weeks before

- [ ] **Write down the goal and what is out of scope (1h)**

8 weeks before

- [ ] **List who is involved and who decides (30m)**
- [ ] **Break the work into deliverables (1h 30m)**
- [ ] **Estimate the time and set milestones (1h)**

7 weeks before

- [ ] **List the risks and what you will do about them (45m)**
- [ ] **Kick-off meeting (1h)**

6 weeks before

- [ ] **Weekly status update (20m)**
  Three lines are enough: what is done, what is next, what is in the way.
  Repeats every week

4 weeks before

- [ ] **Midpoint check: scope, time and budget (45m)**

1 week before

- [ ] **Test and review with the people involved (2h)**

Deadline

- [ ] **Deliver**

After the deadline

- [ ] **Look back: what went well, what to do differently (45m)**

Free checklist from Plenzu, the calm to-do app that plans only what fits. Plan these steps on the right days:
plenzu.com/templates/project-plan-template