# Project Name

## About the project

Explain who initiated the project, what the project is, and why the project was initiated.

## Project goals

Briefly recap the 1-2 overarching goals of the project. List any detailed subgoals or other intended results below.

1. Goal 1
2. Goal 2
3. Goal 3

## About the team

Give a brief overview of the team involved, including their background/expertise and what they hope to achieve with this project, and outline the team’s primary project responsibilities.

Be sure to specify who will serve as project lead and/or main point of contact for this project.

## Scope

List the key deliverables for the project.

## Timeline

Specify how long the project will take and any constraints or hard deadlines to consider.

*Editor's note: We recognize no dollar budget is included here. That’s because we all work at different rates and base our work on different types of contracts. So use your imagination here—you’ve got the budget you need to do a great job. We want you to focus on creating a plan with the information presented. This document accompanies* [*this guide*](https://teamgantt.com/guide-to-project-planning/) *on how to write an excellent project plan.*

# Example: The Gantt Museum Redesign

## About the project

The Gantt Museum, based in Baltimore, MD, aims to redesign its website. The Museum contains the world’s largest collection of beautiful gantt charts created by project managers from around the world. The Museum has begun digitizing and cataloging each piece and would like to display them on their website, along with other pertinent Museum information and content.

## Project goals

The Gantt Museum’s move to a more robust web presence will make them more accessible to project managers from around the globe, and they will be seen as the most accessible museum of its kind. In addition, the Museum would like the site to achieve these goals:

1. Display large-format images and videos in a beautiful, uncluttered way.
2. Place an emphasis on project managers, the people who create these works of art.
3. Create opportunities for more editorial and blog content.
4. Make the site responsive so users can view all content on mobile devices.
5. Display important Museum information, including hours, location, ticketing, frequently asked questions, etc.

## About the team

The Gantt Museum staff is made up of ex-project managers who now devote their time to the Museum. We’re not particularly “digitally savvy,” but we know what types of websites we like, and we know what we want to achieve: recognition of project managers and their work. We will be solely responsible for creating and delivering all site content, including images and video. We’d like your team to focus on usability and making us look good.

We’ve assigned one person, Brad Harden, as the official PM for this project. He will be your point person and will be responsible for making sure our team stays on time, and makes decisions together. If there’s one thing you won’t have to worry about, it’s that we’ll keep our promise when it comes to PM.

## Scope

We trust your team to dictate process and deliverables, but we expect a sitemap, wireframes, graphic design, development, and project management services from your team. We understand that the site might change, but at a minimum, these pages must be considered:

1. Museum Homepage
2. Exhibit Pages
3. Project Manager Pages
4. Gantt Galleries
5. About the Museum Pages

## Timeline

Six months. The site must launch before we open our new exhibit that will display a new collection of plans made using TeamGantt.