Use the "One Page Project Plan Template" to prepare a summary of essential information about your project. With this document, you can contact investors and send interested parties for initial acquaintance with the project's goals, cost, timing of the project.

The working area of the table is divided into 7 blocks of information:
- Organization;
- Estimated costs;
- Project;
- Main stages;
- Goal;
- Approval;
- List of beneficiaries.

Organization	
Name:	
Phone:	
E-mail:	
Address:	

In the "Organization" block, enter the primary data (contact) of your organization:

- "Name" - the official name of the organization;
- "Phone" - contact (work) phone number;
- "E-mail" - contact email;
- "Address" - provide a physical address for correspondence.

Estimated costs:		
Expense	Description	Cost
Stage/ Category 1		
Stage/ Category 2		
Stage/ Category 3		

In the "Estimated costs" block, enter data on the main financial indicators of your project: planned costs by category or main stages (for example, construction stage, launch stage, sales stage). In the original table, it is proposed to fill in the names of the stages/categories in the next column - to enter a brief description of them and fix the corresponding amounts. The original document proposes 3 stages; you can adapt the table to your specificity, add and remove the required number of lines.

Project:		
Project name:		
Customer:		
Brand:		
Product:		
Start date:		Duration, days
End date:		

In the "**Project**" block, enter the basic information about your project:

- "**Project name**" - Enter the name of your project/ program/ initiative;
- "**Customer**" - specify the customer (investor) of your project;
- "**Brand**" - specify the name of the brand under which you will operate within the project;
- "**Product**" - indicate/describe the product that you plan to receive as a result of the project;
- "**Start date**" - enter the start date of your project in the format mm/dd/yyyy;
- "**End date**" - enter the end date of your project in the format mm/dd/yyyy;
- "**Duration**" - the project's duration in days is calculated automatically.

Main stages:		
Date:	Stage	Performer
mm/dd/yyyy		
mm/dd/yyyy		
mm/dd/yyyy		
mm/dd/yyyy		
mm/dd/yyyy		

In the "**Main stages**" block, indicate information about the main stages of your project, the timing of their implementation, and those responsible for their implementation (project milestones).

Goal:

Objective 1	
Objective 2	
Objective 3	
Objective 4	
Objective 5	

In the **"Goal"** block, indicate the main goal of your project (in the cell below) and project objectives, that is, the purposes of those stages that you need to complete to achieve the main goal of the project and complete it successfully.

List of beneficiaries:	
Name:	Role:

In the **"List of beneficiaries"** block, indicate the list of the main beneficiaries of your project, as well as their roles in the project/area/context.

Approval:	
Customer: Signature: Date:	
Project manager: Signature: Date:	
Project investor: Signature: Date:	

Key persons of your project should sign in the **"Approval"** field:

- **"Customer"** - his name, surname, signature, and date;
- **"Project manager"** - his name, surname, signature, and date;
- **"Project investor"** - his name, surname, signature, and date;