



# Project management handbook templates

PART I PROJECT INFORMATION

**TEMPLATE 1**  
**PROJECT OVERVIEW**

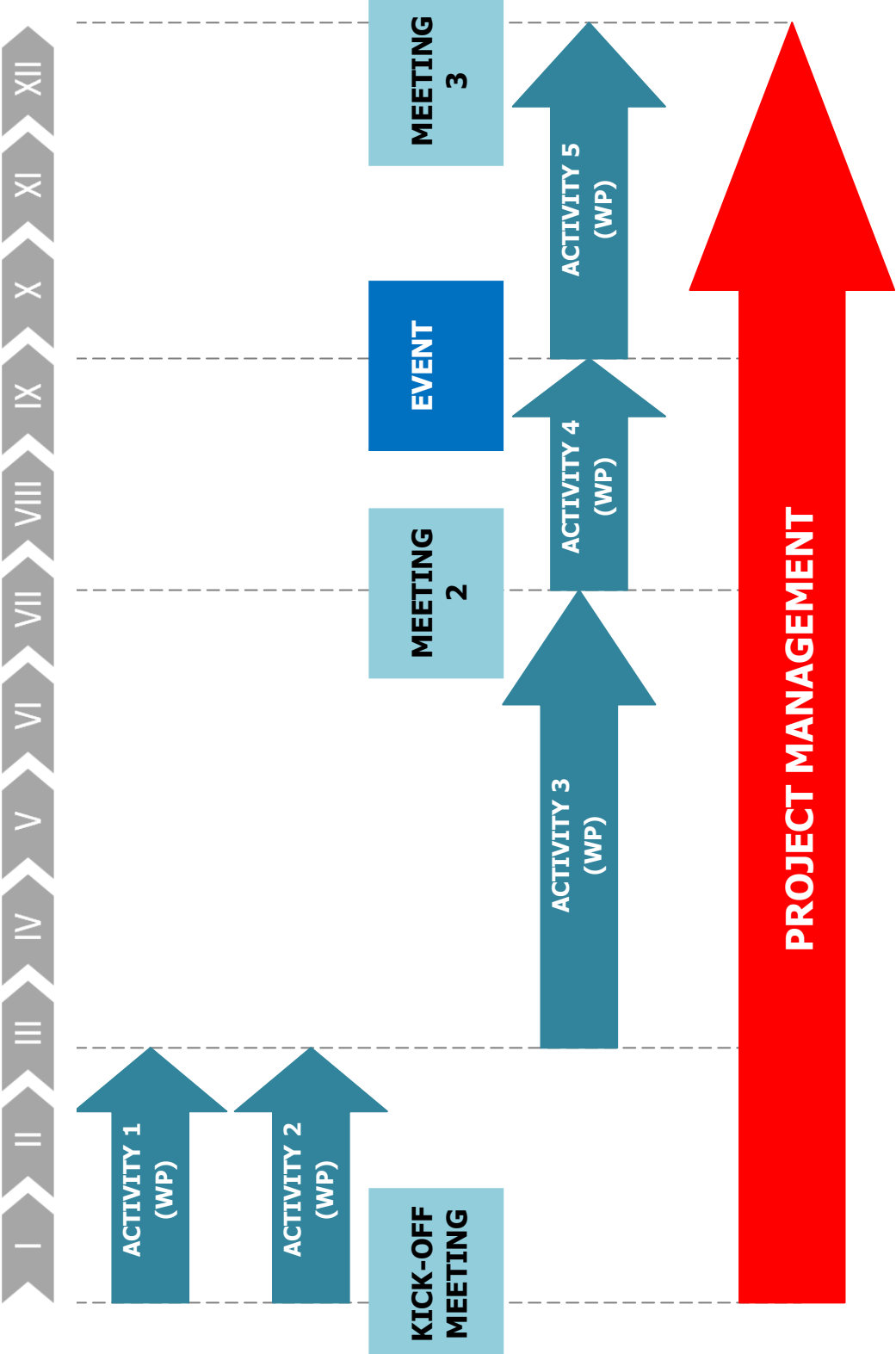
Short description of the project:

Project objectives/goals:

Duration:

Budget:

# TEMPLATE 2 PROJECT TIMELINE



# TEMPLATE 3

## PROJECT WORK PLAN

Multiply this worksheet as many times as you need to list and describe all intellectual outputs or work packages in your project.

Output or work package number:

Start date:

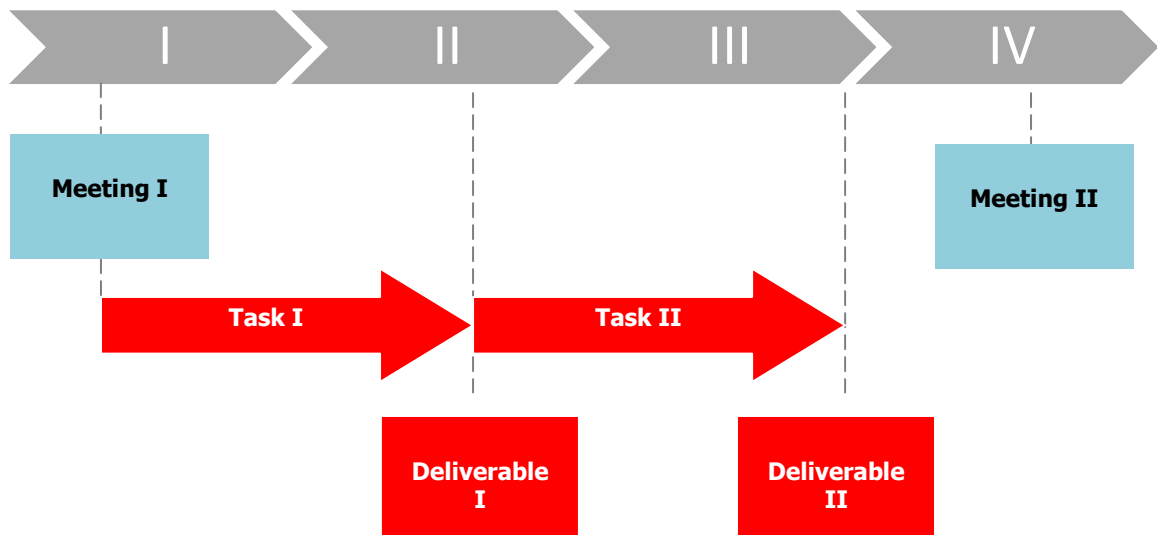
End date:

Duration:

Leading organisation:

Short description of the output or work package:

Output or work package timeline:



*You can also use a Gantt chart instead of a timeline.*

# TEMPLATE 4 PROJECT MAP

