**SIMPLE SOFTWARE PROJECT PLAN TEMPLATE**

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| --- | --- | --- | --- |
| PROJECT NAME |  | PROJECT MANAGER |  |
| PROJECT DELIVERABLE |  |
| SCOPE STATEMENT |  |
| START DATE | 00/00/0000 | END DATE | 00/00/0000 | OVERALL PROGRESS | 0% |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| TASK NAME | ASSIGNED TO | START DATE | END DATE | DURATION in days | % COMPLETE | STATUS | NOTES |
| SPRINT 1 | Kelly E. | 06/28 | 07/02 | 5 | 100% | Complete |  |
| Task 1 | Wendell B. | 06/28 | 06/28 | 1 | 100% | Complete |  |
| Task 2 | Kelly E. | 06/30 | 07/02 | 3 | 100% | Complete |  |
| SPRINT 2 | Sebastian R. | 07/01 | 07/14 | 14 | 50% | In Progress |  |
| Task 1 | Dom P. | 07/01 | 07/03 | 3 | 100% | Complete |  |
| Task 2 | Kelly E. | 07/02 | 07/07 | 6 | 85% | Overdue |  |
| Task 3 | Dom P. | 07/05 | 07/08 | 4 | 0% | On Hold |  |
| Task 4 | Kelly E. | 07/07 | 07/14 | 8 | 15% | In Progress |  |
| SPRINT 3 | Kelly E. | 07/15 | 07/22 | 8 | 0% | Not Started |  |
| Task 1 | Dom P. | 07/15 | 07/16 | 2 | 0% | Not Started |  |
| Task 2 | Wendell B. | 07/17 | 07/19 | 3 | 0% | Not Started |  |
| Task 3 | Sebastian R. | 07/20 | 07/22 | 3 | 0% | Not Started |  |

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| PROJECT DELIVERABLE |  |
| SCOPE STATEMENT |  |
| START DATE | 00/00/0000 | END DATE | 00/00/0000 | OVERALL PROGRESS | 0% |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **TASK NAME**  | **ASSIGNED TO** | **START DATE** | **END DATE** | **DURATION** in days | **% COMPLETE** | **STATUS** | **NOTES** |
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