# Workstream/project plan template

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| **Workstream/Project** |  |
| **Owner** |  |

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| **Objective** |
| *Outcome/benefit to be achieved* |
| **Key deliverables** |
| *New capabilities that will be delivered* |
| **Scope** |
| *Broken down into stages for each subject area* |
| **Key milestones** |
| *Reference to delivery timetable (in spreadsheet/Gantt chart format)* |
| **Risks/dependencies** |
| *Situations/events that threaten delivery, including dependencies with other workstreams/projects* |
| **Resources** |
| *Time and skills required* |