Plan of Action and Milestone Template

A guide for creating and tracking your project goals

# Introduction

A plan of action and milestone (POAM) is a tool that helps you define, organize, and monitor the tasks and deliverables of your project. It also helps you communicate your progress and challenges to your stakeholders and team members. A POAM template can help you create a clear and realistic plan that aligns with your project scope, budget, and timeline.

# How to Use the POAM Template

The POAM template consists of four main sections: project overview, action items, milestones, and risks. Here are some tips on how to fill out each section:

**Project Summary:** This section provides a brief summary of your project, including its purpose, objectives, scope, deliverables, and expected outcomes. You should also include the name of the project manager, the project sponsor, and the key stakeholders.

**Plan of Action:** This section lists the tasks that need to be completed to achieve your project goals. You should assign a priority, a status, a due date, and a responsible person for each action item. You should also indicate the dependencies, resources, and costs associated with each task.

**Milestones:** This section identifies the major achievements or checkpoints of your project. You should define the criteria, the date, and the evidence for each milestone. You should also align your milestones with your project schedule and budget.

**Risks:** This section analyzes the potential threats or uncertainties that could affect your project. You should identify the source, the impact, the probability, and the mitigation strategy for each risk. You should also monitor and update your risk register regularly.

# Project Summary

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| --- | --- |
| Project Name | Web site development |
| Purpose | To create a user-friendly and responsive website for ABC company |
| Objectives | To increase brand awareness, customer engagement, and online sales |
| Scope | To design, develop, test, and launch the website by December 31, 2024 |
| Deliverables | Website design mockups, website code, website content, website testing report, website launch plan |
| Outcomes | To attract 10,000 visitors, generate 500 leads, and achieve 100 conversions per month |
| Project Manager | John Smith |
| Project Sponsor | Jane Doe |
| Key Stakeholders | ABC management, ABC marketing team, ABC customers, ABC web hosting provider |

# Plan of Action

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ID | Status | Description | Priority | Due Date | Responsible Person | Dependencies | Resources | Cost |
| 1 | In Prog | Create a website design mockup. | High | 2024.03.04 | J Smith | None | Adobe Creative Suite | 500 |
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# Project Milestones

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| --- | --- | --- | --- | --- |
| ID | Status | Criteria | Date | Evidence |
| 1 | In Prog | Website design mockup completed | 2024.03.11 | The website design is approved bt the project sponsor and the key stakeholders. |
|  |  |  |  |  |
|  |  |  |  |  |

# Risks

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ID | Status | Risk | Source | Impact | Probability | Responsible Person | Mitigation Strategy | Residual Risk |
| 1 | Open | Website design mockup is not approved by the project sponsor or key stakeholders | Miscommunication, misunderstanding or disagreement on the website design requirements or expectations. | High  Schedule Delay | Low | J Smith | Communicate the website design mockups clearly and frequently with the project sponsor and the key stakeholders, solicit and incorporate their feedback, and document the changes and approvals | Low |
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