Worked example - a fictional project. Replace every detail with your own.

Project plan

Community cafe website refresh

Project name	Cafe website refresh	**Project owner**	Sam Taylor
Start date	04/01/2027	**End date**	26/02/2027
Budget	£1,500.00	**Reviewed**	Weekly, Mondays

Aim: what will be different when this is finished?
Riverside Community Cafe has a clear, up-to-date website with the menu, opening times and a booking form, and staff can edit it themselves.

Tasks

Task	Owner	Due	Status
Agree the brief and pages needed	Sam	08/01/2027	Done
Photograph the menu and cafe	Jo	15/01/2027	Done
Write page copy	Sam	29/01/2027	In progress
Build and test the pages	Alex	12/02/2027	Not started
Add booking form	Alex	19/02/2027	Not started
Staff walk-through	Sam	24/02/2027	Not started
Go live	Alex	26/02/2027	Not started

Risks and what you will do

Risk	What you will do
Photos delayed by bad weather	Use indoor shots; add outdoor ones later
Copy not approved in time	Book a 30-minute review with the owner in week 3

Notes and decisions
Menu prices to be confirmed by 18/01/2027 before copy is final.