

Silk & Leather

Project Management Plan Template

# Project scope

Detailed outline of all aspects of the health and wellness program, including related activities, resources, timelines, and deliverables, as well as the program boundaries. It also includes assumptions, limitations, costs, and major milestones.

# Goals/objectives

**Health and wellness program goals are:**

* For example, improved mental health outcomes for employees

# Schedule

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **OBJECTIVES****(List of goals)** | **TASKS****(What you need to do to achieve the goals)** | **WHO IS RESPONSIBLE****(Who will be implementing tasks)** | **SUCCESS CRITERIA****(How you will identify your success)** | **TIMEFRAME****(When do tasks need to be completed by)** | **RESOURCES****(What or who can help)** |
| Improved mental health outcomes | Identification of mental health triggersAnalysis of current state of staff mental healthWellness activities | CEO/store managers | Improved quantitative outcomesIncreased productivityIncreased happiness at work | 6 months | Management and staff timeStaff trainingMental health programsAccess to external mental health professionals |
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# Resources

**Resources the health and wellbeing program will need could include:**

* Funding

# Communication plan

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| --- | --- | --- | --- |
| **WHO** | **HOW OFTEN** | **METHOD OF COMMUNICATION** | **CONTENT** |
| CEO | Monthly | Virtual meeting with store managers | Monthly operational update of health and wellness program |
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# Marketing strategy

**The health and wellness program will be marketed to employees through:**

* Product:
* Price:
* Promotion:
* Place:
* Packaging:
* Positioning:
* People:

# Monitoring methods

**Methods used for monitoring the health and wellness program include:**

* For example, surveys