



WEST LINN LUTHERAN CHURCH

20390 WILLAMETTE DRIVE • WEST LINN, OREGON 97068 • (503) 656-0110 • FAX: (503) 650-7936
WWW.WLLC.ORG • WLLCOFFICE @WLLC.ORG • FEDERAL I.D. TAX # 93-0510364

PROJECT PLAN

Project Name:

Creation Date:

Project Description

Describe the project

Benefits/Objectives

Why is it important to do this project? How does it fit with the mission of the church?

Key Team Members:

<u>Name</u>	<u>Role</u>	<u>Contact Info</u>

Requires Congregation Approval

Describe when the congregation meeting will be held and the advertising for the meeting.

Requires Council Approval

Describe when the council approved the project.



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SCOPE:

What specifics are in the Scope of the project? What are the deliverables?

OUT OF SCOPE

What is not in the scope? Are there things that need to be done, but are not included in this project?

ESTIMATED PROJECT COSTS

Project Cost Capital	\$	
Project Cost ongoing budget	\$	Describe ongoing costs

BIDS

Name the bids received, the one selected, and if less than three describe why.

SCHEDULE

Proposed Start Date	Planning:	Executing:
Proposed End Date	Planning:	Executing: