Project Recovery Plan

Name of Project

Prepared by:
Name of Organization:
Date:

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Purpose

[*Write an introduction for the project recovery plan. State the overall purpose of this document and a briefly describe what is covered within its pages*]

Project Team

[*Provide the names and roles of the project management team members. Describe what responsibilities each team member has in regards to the project recovery plan*.]

Project Assessment

[*What project milestones have been achieved and what has yet to be accomplished? Define the core problems, obstacles, and risks that are preventing or slowing down project completion, and list them in order of importance, starting with the most critical issues. Include or reference here any risk-related documentation and any other supporting documents that help define these core issues.*]

Project Recovery Strategies

Project Recovery Actions

Project Recovery Scheduling

Project Recovery Budget

Methods for monitoring the project recovery process

Necessary tools or information

Conclusion

[*Summarize the project recovery strategies mentioned above as well as the overall goals of the project recovery plan.*]

Appendix

[*Include any supporting documentation mentioned in the project recovery plan.*]