Like every good document, a project plan needs an introduction. Typically it outlines or foreshadows the rest of the document. It can be brief. This project plan example will outline how to address the description, the possibly, the rhetorical situation and the benefits of the document you will create for Fair Weather Farms.

**Description**

Please describe your document here. What is the main topic? What is some information you will cover? What sort of visuals will you include? Please include anything that you think will be helpful to know about the project.

**Format**

What format are you planning on doing this in? If you have not made a final decision, what are some options? Why might this be the best option?

You may want to combine this section with the section above.

**Rhetorical Situation**

Please discuss **audience, purpose,** and **context** of your document.

**Benefits to Fair Weather Farms**

Please discuss how Fair Weather Farms will benefit from your document.

**Conclusion**Like any document, you want to include a conclusion; something brief to signal the end of the document.

**Additional Considerations**

* 1-2 pages
* Headings, bullets, etc.
* Single-space
* Concise
* Memo format?