

ADMINISTRATIVE PROJECT MILESTONE CHART

Project ID: ADM-2024-001 | Lead: Operations Dept.

Print Date: May 20, 2024

JANUARY 15, 2024

Project Kick-off **COMPLETED**

Initial stakeholder alignment, resource allocation, and budget approval for Fiscal Year 2024.

MARCH 01, 2024

Policy Framework Draft **COMPLETED**

Submission of updated administrative guidelines and internal compliance documentation.

MAY 20, 2024

Interim Resource Audit **IN PROGRESS**

Quarterly review of logistical assets and department expenditure tracking.

AUGUST 15, 2024

Infrastructure Migration

Migration of physical records to the centralized digital repository system.

NOVEMBER 30, 2024

Final Project Evaluation

Total impact assessment and delivery of the final administrative efficiency report.

Note: This is a living document. Timeline shifts exceeding 10 business days require Director-level authorization.