

PROJECT PLANNING TIMELINE

Project Name: _____

Date: _____

PLANNING PHASE	KEY DELIVERABLES	TIMELINE	DONE
Concept & Initiation	Project Charter, Stakeholder Registry, Feasibility Study	Week 1-2	
Scope Definition	WBS, Scope Statement, Requirement Documentation	Week 2-3	
Schedule & Budget	Gantt Chart, Resource Allocation, Cost Estimates	Week 3-4	
Risk Management	Risk Register, Mitigation Strategy, Contingency Plan	Week 4-5	
Communications	Comm. Matrix, Reporting Frequency, Tool Setup	Week 5	
Approval & Kick-off	Final Sign-off, Project Team Briefing	Week 6	