

PROJECT PLANNING TIMELINE

Confidential Document

PROJECT NAME [Example Project Alpha]

PROJECT MANAGER [Name]

START DATE [YYYY-MM-DD]

DONE	PHASE & TASK DESCRIPTION	DELIVERABLES	OWNER	DEADLINE
PHASE 1: INITIATION & CONCEPTION				
	Project Charter Definition	Approved Charter Doc	Sponsor	Week 1
	Stakeholder Identification	Stakeholder Registry	PM	Week 1
PHASE 2: DEFINITION & SCOPE				
	Requirement Gathering	BRD Document	Analyst	Week 2-3
	Scope Statement	Scope Baseline	PM	Week 3
	Work Breakdown Structure (WBS)	WBS Dictionary	Team Lead	Week 4
PHASE 3: STRATEGIC PLANNING				
	Resource Allocation	Resource Histogram	HR/PM	Week 5
	Risk Management Planning	Risk Register	PM	Week 5
	Communications Plan	Comm. Matrix	PM	Week 6
PHASE 4: FINAL APPROVAL				
	Project Schedule Baseline	Gantt Chart	PM	Week 7

DONE	PHASE & TASK DESCRIPTION	DELIVERABLES	OWNER	DEADLINE
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	Kick-off Meeting	Meeting Minutes	All	Week 8
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Notes: This timeline serves as a roadmap for the planning phase only. All dates are subject to adjustment following the Risk Assessment Phase.