

PROJECT PLANNING TIMELINE

Phase: Initiation & Strategy

Date: _____

Lead: _____

ACTIVITY / TASK	OWNER	TIMELINE	STATUS
Phase 1: Project Initiation			
Define Goals & Objectives	Stakeholder	Week 1	Pending
Identify Key Stakeholders	PM	Week 1	Pending
Phase 2: Scope & Requirements			
Market Research & Analysis	Analyst	Week 2	Pending
Technical Feasibility Study	Dev Lead	Week 2-3	Pending
â™Œ Milestone: Scope Sign-off	Executive	Week 3	Pending
Phase 3: Resource & Budgeting			
Allocation of Human Resources	PM / HR	Week 4	Pending

ACTIVITY / TASK	OWNER	TIMELINE	STATUS
Final Budget Approval	Finance	Week 4	Pending

CRITICAL NOTES & DEPENDENCIES: