

PROJECT PLANNING PHASE

TIMELINE

PROJECT NAME

Infrastructure Modernization 2024

PROJECT LEAD

Alex Sterling

START DATE

October 01, 2023

TARGET COMPLETION

December 15, 2023

PHASE / MILESTONE	DELIVERABLES & TASKS	DURATION	STATUS
1. Initiation	Project Charter, Stakeholder Registry, Initial High-level Budgeting.	Week 1-2	Complete
2. Requirements	Business Requirements Document (BRD), User Stories, Tech Specifications.	Week 3-5	In Progress
3. Resource Planning	Team Allocation, Procurement Plan, Vendor Selection, Tool Setup.	Week 6	Pending
4. Schedule Baseline	Work Breakdown Structure (WBS), Gantt Chart Finalization, Risk Matrix.	Week 7	Pending

PHASE / MILESTONE	DELIVERABLES & TASKS	DURATION	STATUS
5. Approval Gate	Steering Committee Presentation, Formal Sign-off, Phase Closeout.	Week 8	Pending

NOTES & CONTINGENCIES

Timeline subject to vendor availability. Buffer of 5 business days included in Requirement phase for stakeholder feedback loops.