

PROJECT PLANNING PHASE

TIMELINE

Project: _____ Lead: _____ Date: _____

PHASE & SCHEDULE	KEY ACTIVITIES & DELIVERABLES	MILESTONE / APPROVAL
Discovery & Scoping Week 1-2	- Stakeholder Interviews - Initial Resource Assessment - High-level Goal Alignment	Project Charter Signed
Requirements Analysis Week 3-4	- Functional Requirements Doc - User Persona Mapping - Technical Constraint Audit	Requirements Validated
Strategic Design Week 5-6	- System Architecture Diagram - Budget Allocation Model - Risk Mitigation Strategy	Design Review Meeting
Execution Roadmap Week 7	- WBS & Task Assignment - Communication Plan - Procurement Setup	Final Board Approval