

PROJECT PLANNING TIMELINE

PROJECT NAME [Project Title Placeholder]

PROJECT MANAGER [Name]

TARGET COMPLETION [Date]

PHASE	KEY ACTIVITIES	DURATION	PROGRESS
1. Initiation	Project Charter, Stakeholder ID, Feasibility Study	Week 1-2	100%
2. Scope Definition	Requirements Gathering, WBS Creation	Week 3	75%
3. Resource Planning	Budget Allocation, Team Staffing, Tools Acquisition	Week 4	20%
4. Schedule Finalization	Gantt Chart Development, Milestone Setting	Week 5	0%
5. Risk Management	Risk Register, Mitigation Strategies	Week 5	0%
6. Project Kick-off	Formal Approval, Execution Launch	Week 6	0%