

PROJECT PLANNING TIMELINE

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Date: _____

PROJECT PHASE	KEY DELIVERABLES	DURATION	ACCOUNTABLE
1. Initiation	• Project Charter • Stakeholder Registry • Feasibility Study	Week 1	Project Sponsor
2. Requirements	• Business Requirements Doc • User Stories / Mockups • Technical Constraints	Week 2-3	Business Analyst
3. Architecture	• System Design Schema • Infrastructure Map • Security Protocols	Week 4	Lead Architect
4. Resource Planning	• Budget Allocation • Human Resource Schedule • Tooling Procurement	Week 5	Project Manager
5. Final Approval	• Execution Roadmap • Risk Mitigation Plan • Signed Sign-off Form	Week 6	Steering Committee

NOTES:
