

PROJECT PLANNING PHASE TIMELINE

Project Name: _____

Date: _____

Lead Coordinator: _____

Version: 1.0

PLANNING PHASE

KEY OBJECTIVES

PRIMARY DELIVERABLES

TIMELINE/WEEKS

STAKEHOLDER APPROVAL

1. Initiation & Scope

Define goals, constraints, and project boundaries.

Project Charter, Scope Statement

Week 1-2

2. Research & Feasibility

Market analysis, resource audit, risk assessment.

Feasibility Report, Risk Register

Week 3-4

3. Detailed Scheduling

WBS creation, task dependencies, milestones.

Gantt Chart, Resource Plan

Week 5-6

4. Budget & Procurement

Cost estimation and vendor selection.

Budget Proposal, Vendor Contracts

Week 7

5. Final Review

Final validation and baseline establishment.

Project Management Plan (PMP)

Week 8

NOTES / CRITICAL PATH COMMENTS