

# Implementation Timeline

Phase	Milestone / Task	Responsible	Start Date	End Date	Status
1. Planning	Kickoff meeting with stakeholders	Project Manager	2024-07-01	2024-07-02	Completed
2. Requirements	Collect and analyze requirements	Business Analyst	2024-07-03	2024-07-10	In Progress
3. Design	Prepare technical design documents	Tech Lead	2024-07-11	2024-07-18	Pending
4. Development	Develop core modules	Developers	2024-07-19	2024-08-08	Pending
5. Testing	Conduct system & user testing	QA Team	2024-08-09	2024-08-16	Pending
6. Deployment	System go-live	IT Operations	2024-08-20	2024-08-21	Pending
7. Support	Post-launch support and training	Support Team	2024-08-22	2024-09-05	Pending

## Important Notes

- An implementation timeline helps coordinate activities and align all stakeholders on key dates.
- The document should be updated regularly to reflect changes in project scope or schedule.
- Clear assignment of responsibilities reduces confusion and increases accountability.
- Milestones should be specific, measurable, and trackable.
- Status updates are crucial for effective project monitoring and risk management.