

Project Timeline and Milestones

Project Overview

Project Name: Example Website Redesign

Project Manager: Jane Doe

Start Date: 2024-07-01

End Date: 2024-12-15

Project Phases & Milestones

Phase	Milestone	Target Date	Responsible	Status
Initiation	Project Kickoff	2024-07-01	Jane Doe	Completed
Planning	Requirements Gathering	2024-07-15	John Smith	Completed
Design	UI/UX Design Approval	2024-08-10	Lisa Wong	In Progress
Development	First Prototype	2024-09-05	Tom Kim	Pending
Testing	UAT Sign-off	2024-11-20	Preeti Sharma	Pending
Deployment	Go Live	2024-12-15	Jane Doe	Pending

Key Deliverables

- Requirements Specification Document
- Wireframes and Mockups
- Functional Prototype
- Test Results & Feedback
- Final Live Website

Important Notes

- Project timelines are estimates and may be adjusted as necessary.
- Milestones should be reviewed regularly and updated to reflect current status.
- Clear assignment of responsibilities helps ensure accountability.
- This document serves as a reference for tracking progress and managing expectations.
- Regular communication among team members is vital for meeting milestone deadlines.