Project Timeline & Milestones

Sample Timeline

01 March 2024
Project Kickoff
Initial meeting with stakeholders to outline objectives and expectations.

15 March 2024
Requirements Finalization
Conclude all requirements gathering and obtain sign-off from project sponsors.

10 April 2024
Design Phase Complete
Finalize UI/UX designs and architecture diagrams for approval.

25 May 2024
Development Complete
Main features developed and code freeze for testing purposes.

15 June 2024
User Acceptance Testing
End users validate if the project meets requirements and is ready for deployment.

30 June 2024
Go-Live
Project is deployed to the live environment and becomes operational.

Important Notes

- Timelines and milestones provide clear project phases and accountability.
- Each milestone should have defined success criteria and responsible stakeholders.
- Adjust milestone dates as the project scope evolves or if contingencies occur.
- This document serves as a communication tool for project progress updates.
- Regular review and updates to the timeline help manage risks and expectations.