

Project Timeline Document: Milestone Forecast

Project Overview

Project Name	ABC Product Launch
Project Manager	Jane Doe
Prepared By	Project Management Office
Date	2024-06-15

Milestone Timeline

Milestone	Description	Forecast Date	Status	Owner
Project Kickoff	Formal project initiation and stakeholder alignment	2024-07-01	Planned	Jane Doe
Requirements Finalized	Approval of business and technical requirements	2024-07-15	Planned	John Smith
Design Complete	Solution design reviewed and signed off	2024-08-01	Pending	Emily Lee
Development Complete	Code complete, ready for testing phase	2024-09-10	Pending	Ahmed Khan
User Acceptance Testing	End-user validation and approval	2024-09-22	Pending	Lisa Wang
Go-Live	Product release and launch activities	2024-10-01	Pending	Jane Doe

Important Notes

- This document is a living forecast and should be updated regularly as the project progresses.
- All milestone dates are estimates and subject to change based on project risks or new information.
- Stakeholders should be informed promptly of any significant changes to the timeline.
- Use this document as a communication tool to align teams and manage expectations.
- Consult with milestone owners for status updates before revising the forecast dates.