Project Timeline and Schedule

Project Overview

Project Name: Website Redesign Initiative
Project Manager: Jane Doe
Start Date: July 1, 2024
End Date: October 15, 2024

Project Schedule

Phase	Task Description	Start Date	End Date	Duration	Responsible
1. Planning	Define scope, goals, and deliverables	July 1, 2024	July 5, 2024	5 days	Jane Doe
2. Research	Gather requirements and analyze competition	July 6, 2024	July 15, 2024	8 days	Mark Lee
3. Design	Create wireframes and prototypes	July 16, 2024	July 31, 2024	12 days	Alice Chen
4. Development	Build and integrate website components	August 1, 2024	September 15, 2024	33 days	Dev Team
5. Testing	User testing and QA	September 16, 2024	October 1, 2024	12 days	QA Team
6. Launch	Deployment and go-live	October 2, 2024	October 15, 2024	10 days	IT Operations

Milestones

- Scope Definition Complete â€" July 5, 2024
- Design Approval â€" July 31, 2024
- Development Completion â€" September 15, 2024
- Project Launch â€" October 15, 2024

Important Notes

- Project timelines should be regularly reviewed and updated as needed.
- Clear assignment of responsibilities ensures accountability and clarity.
- Key milestones help track overall progress and alignment with project objectives.
- Documenting assumptions and dependencies increases schedule reliability.
- Communicate any changes to timelines promptly to all stakeholders.