

Project Timeline and Milestone Tracking

Timeline Overview

PHASE	START DATE	END DATE	STATUS
Project Initiation	2024-06-10	2024-06-15	Completed
Planning	2024-06-16	2024-06-25	Completed
Design	2024-06-26	2024-07-05	In Progress
Development	2024-07-06	2024-08-20	Pending
Testing & Launch	2024-08-21	2024-09-05	Pending

Milestone Tracking

MILESTONE	DESCRIPTION	TARGET DATE	OWNER	STATUS
Kickoff Meeting	Project team alignment and objectives confirmation	2024-06-11	Project Manager	Completed
Requirements Sign-off	Approval of final requirements document	2024-06-23	Stakeholders	Completed
Design Review	Validation of UI/UX and technical design	2024-07-03	Design Lead	In Progress
Beta Deployment	Initial deployment for user testing	2024-08-25	DevOps	Pending
Project Launch	Go-live and project closure	2024-09-05	Project Sponsor	Pending

Important Notes

- Keep the timeline and milestones updated as the project progresses.
- Ensure responsibilities and deadlines are clearly communicated to all stakeholders.
- Use this document for regular status meetings and reviews.
- Highlight any risks or delays that might impact major milestones.
- Customize the format as per the project's complexity and reporting needs.