**8. Project Schedule & Milestone Timeline**

**8.1 Key Milestones**

| **Milestone** | **Target Date** | **Description** | **Owner** |
| --- | --- | --- | --- |
| Project Kickoff | [Date] | Formal project start and team alignment | Project Manager |
| Requirements Finalization | [Date] | Completion of requirements gathering | Business Analyst |
| System Design Complete | [Date] | Approval of architecture and designs | Technical Lead |
| Development Complete | [Date] | All software components developed | Technical Lead |
| Testing Complete | [Date] | All tests passed including UAT | QA Lead |
| Deployment & Training | [Date] | Production deployment and user training | Project Manager |
| Project Closure | [Date] | Formal acceptance and closure | Project Sponsor |

**8.2 Gantt Chart**

*(Example high-level structure, can be created in MS Project, Excel, or other PM tools)*

| **Phase** | **Month 1** | **Month 2** | **Month 3** | **Month 4** | **Month 5** | **Month 6** | **Month 7** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Initiation | ■■■■■ |  |  |  |  |  |  |
| Planning |  | ■■■■■ |  |  |  |  |  |
| Design |  |  | ■■■■■ |  |  |  |  |
| Development |  |  |  | ■■■■■■■ |  |  |  |
| Testing |  |  |  |  | ■■■■■ |  |  |
| Deployment |  |  |  |  |  | ■■■■ |  |
| Closure |  |  |  |  |  |  | ■■ |