

A Timeline of Our Monthly Project Milestones



January

- 6th - Q1 Planning Company Meeting
- 8th - Review first draft of project proposal with marketing team
- 24th - Finalize and assign team leads to project teams



February

- 2nd - Project bid results
- 17th - Conduct market research, analysis and findings summary
- 21st - Consult with vendors and contracts
- 22nd - Finalize estimated project budget



March

- 1st - Outline project constraints, roadblocks and possible solutions
- 6th - State budget release
- 12th - Project pitch presentation



April

- 2nd - Sponsorship Meeting
- 14th - Project assessment and write up
- 21st - Consult with vendors and contracts



May

- 5th - Project deadlines checklist
- 9th - Marketing review and team expansion meeting
- 23rd - Meeting with RCW Architects, Mason Architects and Bassville Architects
- 24th - Ongoing projects review



June

- 8th - Review Bid Results
- 9th - Design Review for Simons Financial, interior renovation
- 19th - Presentation meeting with Project Sponsors and Stakeholders
- 30th - Ongoing projects review



July

- 11th - Discuss Wins and Losses, Projections and Directions
- 16th - Data organization
- 22nd - Criteria for assessment of project designs and requirements



August

- 2nd - Iterative design revision and re-alignment feedback
- 14th - Ratio analysis and internal review
- 31st - Finalize vendors and contracts



September

- 3rd - Ongoing Projects Review
- 10th - Review volume production and marketing campaign sales goals
- 25th - Review competitor list and plan next steps for project strategy



October

- 1st - Bidding spree, secure winter projects
- 15th - Milestone checklist, Marketing Review and Expansion Meeting
- 17th - Presentation meeting with Project Sponsors and Stakeholders



November

- 5th - Requirements sign off
- 16th - Organize and schedule focus groups and user testing
- 23rd - Summarize initial user test data and key results / takeaways
- 30th - Ongoing projects review



December

- 1st - Schedule upcoming projects
- 5th - Design Review for Simons Financial, interior renovation
- 11th - Presentation meeting with Project Sponsors and Stakeholders
- 18th - Ongoing projects review