

**Project start:** Mon, 5/26/2025  
**Display week** 1

				DURATION (Days)	Progress Status																																																	
TASK	PROGRESS	START	END			May 26, 2025	Jun 2, 2025					Jun 9, 2025					Jun 16, 2025					Jun 22, 2025					Jun 29, 2025					Jul 6, 2025					Jul 13, 2025																	
						M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
Milestone 1 – Communication & Coaching																																																						
Define Project Scope & Website Sections	100%	5/26/25	5/30/25	5	Accomplished																																																	
Draft Executive Proposal Content	100%	5/31/25	6/3/25	4	Accomplished																																																	
Design “About Me” and Branding Layout	100%	6/4/25	6/9/25	6	Accomplished																																																	
Develop Coaching Toolkit	100%	6/10/25	6/14/25	5	Accomplished																																																	
Build Team Communication Page	100%	6/15/25	6/19/25	5	Accomplished																																																	
Link Tools with Live Navigation	100%	6/20/25	6/23/25	4	Accomplished																																																	
Milestone 2 – KPIs, Budget & Leadership																																																						
Research KPI Templates & Budget Formats	100%	6/24/25	6/26/25	3	Accomplished																																																	
Develop KPI Dashboard Interface	100%	6/27/25	6/30/25	4	Accomplished																																																	
Design Budget Management Spreadsheet	100%	7/1/25	7/4/25	4	Accomplished																																																	
Create Team Leadership Toolkit Page	100%	7/5/25	7/9/25	5	Accomplished																																																	
Integrate HR Templates for Team Supervision	100%	7/10/25	7/12/25	3	Accomplished																																																	
Link Performance Tools to Navigation	100%	7/13/25	7/17/25	5	Accomplished																																																	
Milestone 3 – Ethics, Culture & Final Integration																																																						
Draft Ethics & Inclusion Content	100%	7/18/25	7/22/25	5	Not started																																																	
Build Ethics & Inclusion Webpage	100%	7/23/25	7/26/25	4	Not started																																																	
Design Client Support Manual Page	40%	7/27/25	7/29/25	3	Not started																																																	
Develop Final Website Design/Layout Enhancements	15%	7/30/25	8/1/25	3	Not started																																																	
Create Final Video Presentation for Website	5%	8/2/25	8/9/25	8	Not started																																																	
Conduct Final Testing & Publish Full Portfolio	0%	8/10/25	8/13/25	4	Not started																																																	

### APA Citation

Sunny, M. N. M., Sakil, M. B. H., & Al, A. (2024). Project management and visualization techniques a details study. *Project Management*, 13(5), 28-44.

Note. Adapted from Sunny, Sakil, and Al (2024).

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