

PROJECT PLAN TIMELINE TEMPLATE

COMPANY NAME [Company's name]

DATE

Phase		Details		Q1									Q2									Q3									Q4																	
				Jan			Feb			Mar			Apr			May			Jun			Jul			Aug			Sep			Oct			Nov			Dec											
Project Week:		Enter the date of the first Monday of each month -->		2			9			16			23			30			6			13			20			27																				
1	Project Conception and Initiation	- Project Charter		Project Charter																																												
		- Plan Review		Plan Review																																												
		- Initiation		Initiation																																												
2	Project Definition and Planning	- Scope and Goal Setting											Scope and Goal Setting																																			
		- Budget																				Budget																										
		- Work Breakdown Schedule																																														
		- Gantt Chart																																														
		- Communication Plan																																														
3	Project Launch, Execution & Control	- Risk Management																																														
		- Status and Tracking																																														
		- KPIs																																														
		- Quality																																														
		- Forecasts																																														
		- Objective Execution																																														
		- Quality Deliverables																																														
5	Project Close	- Effort and Cost Tracking																																														
		- Performance																																														
		- Postmortem																																														
		- Project Punchlist																																														
		- Report																																														