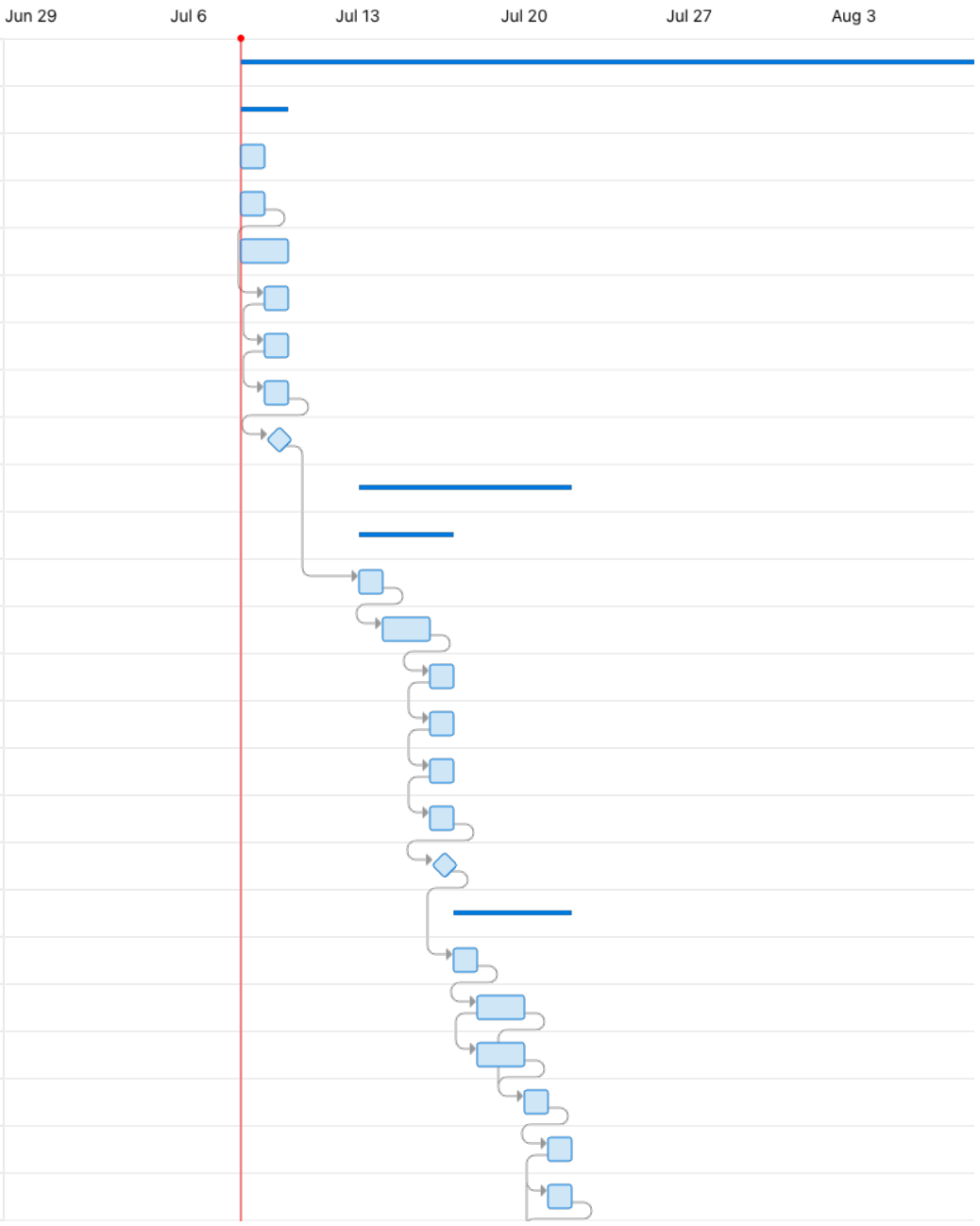
JAKE DEDERT COACHING WEBSITE

	Name	Assigned to	Start	Finish	% Complete
1	**0. JAKE DEDERT COACHING WEBSITE**		7/9/2025	8/11/2025	0
2	**1.0 Initiation**		7/9/2025	7/10/2025	0
3	Conduct initial client kickoff meeting		7/9/2025	7/9/2025	0
4	Create project proposal/charter		7/9/2025	7/9/2025	0
5	Set up project tools (MS Project, Jira, Teams, WordPress, Figma)		7/9/2025	7/10/2025	0
6	Present project proposal/charter with client		7/10/2025	7/10/2025	0
7	Receive and implement project proposal/charter feedback		7/10/2025	7/10/2025	0
8	Finalise and receive approval for project proposal/charter		7/10/2025	7/10/2025	0
9	Milestone: Project Proposal/Charter approved		7/10/2025	7/10/2025	0
10	**2.0 Analysis**		7/14/2025	7/22/2025	0
11	**Requirements Gathering**		7/14/2025	7/17/2025	0
12	Conduct stakeholder interview (requirements elicitation)		7/14/2025	7/14/2025	0
13	Develop user stories and feature list		7/15/2025	7/16/2025	0
14	Prioritise features (MoSCoW)		7/17/2025	7/17/2025	0
15	Present requirements document with client		7/17/2025	7/17/2025	0
16	Adjust requirements document		7/17/2025	7/17/2025	0
17	Finalise and receive approval for requirements document		7/17/2025	7/17/2025	0
18	Milestone: Requirements gathering completed		7/17/2025	7/17/2025	0
19	**UI/UX Design (Prototypes)**		7/18/2025	7/22/2025	0
20	Create sitemap and information architecture		7/18/2025	7/18/2025	0
21	Design desktop prototypes		7/19/2025	7/20/2025	0
22	Design mobile prototypes		7/19/2025	7/20/2025	0
23	Simulate user flows		7/21/2025	7/21/2025	0
24	Share and collect feedback from client		7/22/2025	7/22/2025	0
25	Finalise and approve desktop prototypes		7/22/2025	7/22/2025	0



JAKE DEDERT COACHING WEBSITE

	Name	Aug 10	Aug 17	Aug 24	Aug 31	Sep 7	Sep 14	Sep 21
1	**0. JAKE DEDERT COACHING WEBSITE**							
2	**1.0 Initiation**							
3	Conduct initial client kickoff meeting							
4	Create project proposal/charter							
5	Set up project tools (MS Project, Jira, Teams, WordPress, Figma)							
6	Present project proposal/charter with client							
7	Receive and implement project proposal/charter feedback							
8	Finalise and receive approval for project proposal/charter							
9	Milestone: Project Proposal/Charter approved							
10	**2.0 Analysis**							
11	**Requirements Gathering**							
12	Conduct stakeholder interview (requirements elicitation)							
13	Develop user stories and feature list							
14	Prioritise features (MoSCoW)							
15	Present requirements document with client							
16	Adjust requirements document							
17	Finalise and receive approval for requirements document							
18	Milestone: Requirements gathering completed							
19	**UI/UX Design (Prototypes)**							
20	Create sitemap and information architecture							
21	Design desktop prototypes							
22	Design mobile prototypes							
23	Simulate user flows							
24	Share and collect feedback from client							
25	Finalise and approve desktop prototypes							

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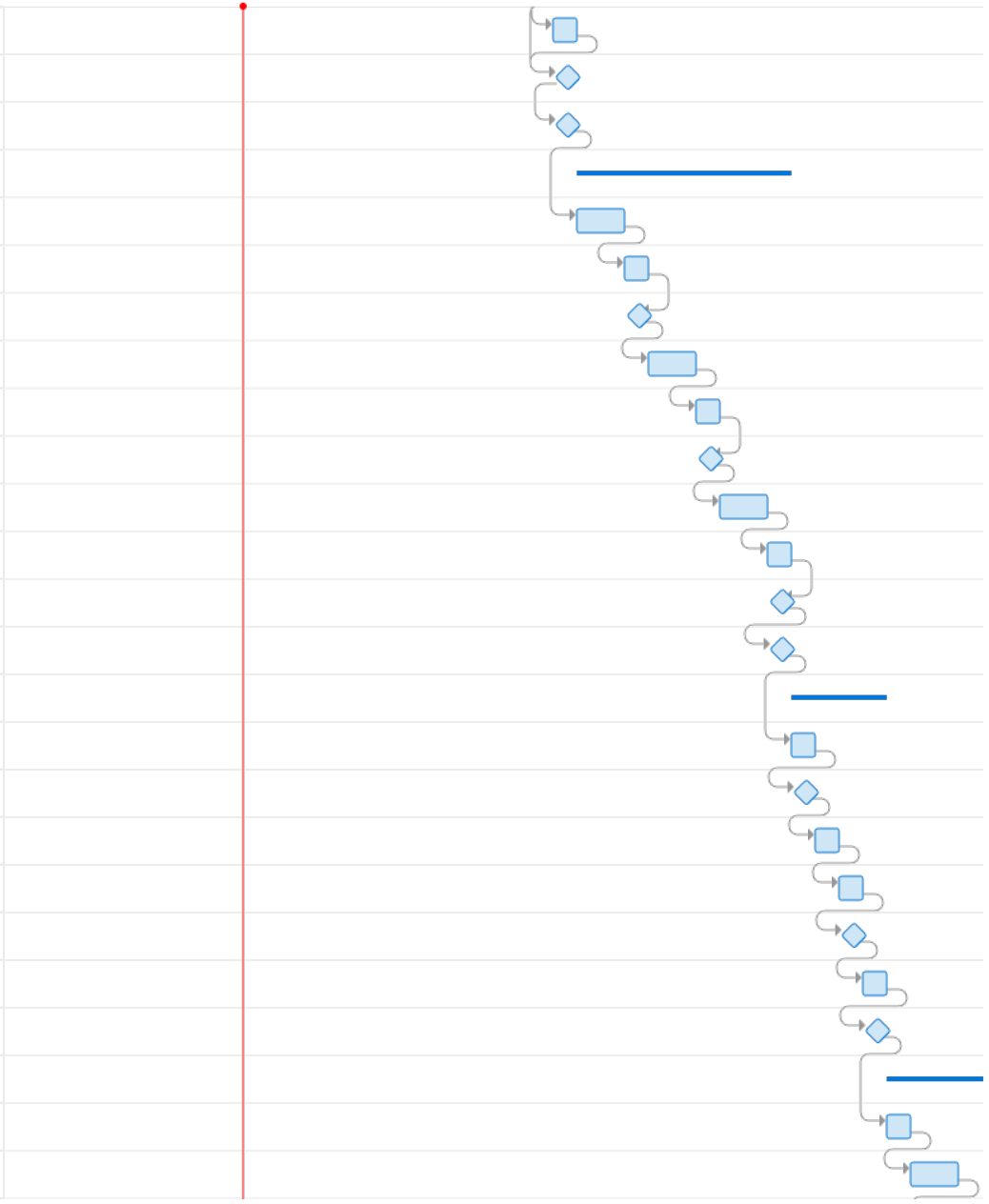
	Name	Assigned to	Start	Finish	% Complete
26	Finalise and approve mobile prototypes		7/22/2025	7/22/2025	0
27	Milestone: Prototypes approved		7/22/2025	7/22/2025	0
28	Milestone: Analysis phase completed		7/22/2025	7/22/2025	0
29	**3.0 Implementation**		7/23/2025	7/31/2025	0
30	Sprint 1 Core Development (Homepage layout, about section, navigation elements)		7/23/2025	7/24/2025	0
31	Sprint 1 Buffer (revisions and improvements upon client feedback)		7/25/2025	7/25/2025	0
32	Milestone: Sprint 1 completed		7/25/2025	7/25/2025	0
33	Sprint 2: Feature Development (Services page, Contact/Booking form)		7/26/2025	7/27/2025	0
34	Sprint 2 Buffer (revisions and improvements upon client feedback)		7/28/2025	7/28/2025	0
35	Milestone: Sprint 2 completed		7/28/2025	7/28/2025	0
36	Sprint 3: Testing & Polish (Mobile fixes, QA, SEO)		7/29/2025	7/30/2025	0
37	Sprint 3 Buffer (revisions and improvements upon client feedback)		7/31/2025	7/31/2025	0
38	Milestone: Sprint 3 completed		7/31/2025	7/31/2025	0
39	Milestone: Implementation phase completed		7/31/2025	7/31/2025	0
40	**4.0 Deployment & Handover**		8/1/2025	8/4/2025	0
41	Deploy website to live domain/host		8/1/2025	8/1/2025	0
42	Milestone: Project deployed		8/1/2025	8/1/2025	0
43	Set up basic security, backup and SEO tools		8/2/2025	8/2/2025	0
44	Conduct coach handover and walkthrough		8/3/2025	8/3/2025	0
45	Milestone: Project handover completed		8/3/2025	8/3/2025	0
46	Final project wrap up meeting		8/4/2025	8/4/2025	0
47	Milestone: Project wrap up completed		8/4/2025	8/4/2025	0
48	**5.0 Reflection & Portfolio Case Study**		8/5/2025	8/11/2025	0
49	Define user personas		8/5/2025	8/5/2025	0
50	Conduct personal project retrospective		8/6/2025	8/7/2025	0



	Name	Aug 10	Aug 17	Aug 24	Aug 31	Sep 7	Sep 14	Sep 21
26	Finalise and approve mobile prototypes							
27	Milestone: Prototypes approved							
28	Milestone: Analysis phase completed							
29	**3.0 Implementation**							
30	Sprint 1 Core Development (Homepage layout, about section, navigation elements)							
31	Sprint 1 Buffer (revisions and improvements upon client feedback)							
32	Milestone: Sprint 1 completed							
33	Sprint 2: Feature Development (Services page, Contact/Booking form)							
34	Sprint 2 Buffer (revisions and improvements upon client feedback)							
35	Milestone: Sprint 2 completed							
36	Sprint 3: Testing & Polish (Mobile fixes, QA, SEO)							
37	Sprint 3 Buffer (revisions and improvements upon client feedback)							
38	Milestone: Sprint 3 completed							
39	Milestone: Implementation phase completed							
40	**4.0 Deployment & Handover**							
41	Deploy website to live domain/host							
42	Milestone: Project deployed							
43	Set up basic security, backup and SEO tools							
44	Conduct coach handover and walkthrough							
45	Milestone: Project handover completed							
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47	Milestone: Project wrap up completed							
48	**5.0 Reflection & Portfolio Case Study**							
49	Define user personas							
50	Conduct personal project retrospective							

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	Name	Assigned to	Start	Finish	% Complete
51	Milestone: Personal retrospective complete		8/7/2025	8/7/2025	0
52	Compile project screenshots and outcomes		8/8/2025	8/8/2025	0
53	Write project case study for portfolio		8/8/2025	8/8/2025	0
54	Publish documentation (Github, LinkedIn, Resume)		8/9/2025	8/11/2025	0
55	Milestone: Project documentation published		8/11/2025	8/11/2025	0
56	Milestone: Project closure/completion		8/11/2025	8/11/2025	0
57	Sprint 2 Buffer (				0

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	Name
51	Milestone: Personal retrospective complete
52	Compile project screenshots and outcomes
53	Write project case study for portfolio
54	Publish documentation (Github, LinkedIn, Resume)
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56	Milestone: Project closure/completion
57	Sprint 2 Buffer (