

## PROJECT TIMELINE, continued...

ID	Task	Feb				Mar				Apr	
		7	14	21	28	6	13	20	27	3	10
<b>VIII. Documentation</b>											
A.	Create or Update First Draft of Support Guide, User Guide, and Disaster Recover Plan (DRP)										
B.	Review Support Guide, User Guide, DRP with Project Team										
C.	Create Final Draft of Support Guide, User Guide, DRP										
D.	Update Documentation during Warranty										
E.	Present Documentation to Support Team										
<b>IX. Training</b>											
A.	Develop Training Plan										
B.	Schedule Training										
<b>X. Implementation</b>											
<b>XI. Warranty</b>											

**Project Header:** {Standard Header for all Documents}

### Timeline Column Descriptions:

- ID:** Enter the phase number and title in the first column. These can be copied and linked from the Project Plan.
- Task:** Enter the word-breakdown *tasks* for each phase in the second column. If you need to break your *tasks* into sub-*tasks*, add additional sub-columns as necessary.
- Months/Weeks:** Enter the months and first date of the weeks for the months/weeks that the project spans. Select the appropriate number of cells starting at the Start Date and ending at the End Date for each task. Format the border of the selected cells with an outline and shade the selection.

### NOTES:

- If desired, you may choose to outline each task in a different color, according to the owner of the task. Then create a key indicating which owner is which color.
- If desired, you may also choose to “roll-up” the tasks into phases only to create a timeline of just phases.