

Implementation Plan

Optimizing Workflow Efficiency for SkyLaunch Marketing Campaign

Timeline: April 1st - May 31st, 2024

Current Workflow Analysis

Timeframe	April 1st - April 8th, 2024
Status	Complete
Priority	High
Owner	Business Analysis

Define Workflow Optimization Strategy

Timeframe	April 8th - April 22st, 2024
Status	Complete
Priority	High
Owner	Project Manager

Setup New Project Management Tools

Timeframe	April 22nd – May 6 th , 2024
Status	In progress
Priority	Medium
Owner	Project Manager

Automation and Standardization Implementation

Timeframe	May 6 th – May 20 th , 2024
Status	Not Started
Priority	High
Owner	Dev Team