PROJECT TIMELINE TEMPLATE

Smartsheet Tip ➜ This is a modified form of a Gantt chart which focuses on creating a project schedule that is broken down into stages.

PROJECT TITLE	[Project's title]	**COMPANY NAME**	[Company's name]
PROJECT MANAGER	[Project Manager's name]	**DATE**	3/12/18

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						PROJECT END					
		- 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												
		- Risk Management												
3	**Project Launch & Execution**	- Status and Tracking												
		- KPIs												
		- Quality												
		- Forecasts												
4	**Project Performance & Control**	- Objective Execution												
		- Quality Deliverables												
		- Effort and Cost Tracking												
		- Performance												
5	**Project Close**	- Postmortem												
		- Project Punchlist												
		- Report												