Roadmap

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# Usage

This artifact provides a high-level timeline that depicts milestones, significant events, reviews, and decision points.

# 1. **Project Title**

* **Project Name**: State the project name clearly at the top of the roadmap for easy identification.

# 2. **Project Phases**

* Break the project into broad phases or stages. Examples of phases could include:
  + **Phase 1: Planning**
  + **Phase 2: Development**
  + **Phase 3: Testing**
  + **Phase 4: Launch**
  + **Phase 5: Post-Launch Support**

# 3. **Key Milestones**

* **Milestone 1**: Describe significant milestones in each phase, including their expected dates.
* **Milestone 2**: Additional milestones, if needed.
* Examples: Project kickoff, completion of initial design, end of development, start of beta testing, launch date.

# 4. **Major Deliverables**

* **Deliverable 1**: List the primary outputs expected from each phase.
* **Deliverable 2**: Additional deliverables if applicable.
* Examples: Design prototypes, functional requirements document, user training guides, product release.

# 5. **Timeline**

* Use a timeline to show the estimated start and end dates for each phase and milestone. Typically, these are organized visually with bars or blocks across a calendar view.
* Example Format:
  + **Q1**: Complete planning and initial design.
  + **Q2**: Development and mid-project review.
  + **Q3**: Testing, revisions, and beta launch.
  + **Q4**: Full launch and post-launch analysis.

# 6. **Dependencies**

* List critical dependencies that affect the project timeline (e.g., external resources, regulatory approval, integration with other projects).
* Example: “Testing phase depends on the completion of Phase 2 development.”

# 7. **Resource Allocation**

* **Human Resources**: Identify key teams or individuals required at each phase.
* **Budget and Financial Resources**: Any high-level financial resources needed, such as external vendors or new technologies.
* Example: “Development phase will need a front-end developer, back-end developer, and UX/UI designer.”

# 8. **Risk Management**

* **Potential Risks**: Briefly note any risks specific to certain phases or milestones.
* **Mitigation Plans**: List strategies to mitigate risks.
* Example: “Potential delay in beta testing; mitigate by securing additional QA resources.”

### Example Roadmap Outline

| **Quarter** | **Phase** | **Milestone** | **Deliverables** |
| --- | --- | --- | --- |
| Q1 | Planning | Project Kickoff | Requirements document |
| Q2 | Design & Development | Initial Design Approval | Design mockups, feature list |
| Q3 | Testing | Beta Testing Start | Functional beta version |
| Q4 | Launch | Official Product Launch | Training materials, user guide |
| Q1 (Year 2) | Post-Launch Support | Performance Evaluation | Project retrospective report |
| Use a Gantt Chart |  |  |  |