# Implementation Timeline

| Phase | Activity | Duration | Responsible |
|---|---|---|---|
| **Phase 1: Setup** | Provision SharePoint/Drive folder and set permissions. | 3 Days | IT / Finance |
| **Phase 2: Build** | Create "Locked" Excel templates with data validation. | 5 Days | Finance |
| **Phase 3: Pilot** | Sales & Ops test the upload process with last month's data. | 2 Days | Sales / Ops |
| **Phase 4: Go-Live** | First live reporting cycle using the new repository. | Month-End | All |