

Project Milestones & Timeline Outline

Milestones

Project Kickoff & Requirements Gathering Initial meeting to define scope, objectives, and deliverables.	Week 1
Stakeholder Interviews & Analysis Conduct interviews and analyze client needs.	Week 2-3
Solution Design & Recommendations Draft and present proposed solutions for review.	Week 4-5
Implementation Planning Develop detailed action plan & assign responsibilities.	Week 6
Final Review & Project Closure Present findings, recommendations, and final reports.	Week 7

Timeline Outline

- ☐ Week 1: Kickoff meeting and requirements gathering session
- ☐ Week 2-3: Stakeholder interviews and in-depth analysis
- ☐ Week 4-5: Draft and review proposed solutions
- ☐ Week 6: Prepare and present implementation plan
- ☐ Week 7: Final review, handover, and project closure