

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