Project Plan Timeline

Start: [Enter start date] End: [Enter end date]

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Week | Notes | Mon | Notes | Tue | Notes | Wed | Notes | Thu | Notes | Fri | Sat/Sun |
| Week  1 | [Enter your note] | [Month] 1 | [Milestone 1]  [Add stakeholder names to the legend below the timeline.] | 2 | [On the Home tab, in the Styles group, just tap to apply the color for the applicable stakeholder] | 3 | [To add a week, select an adjacent row and then, on the Table Tools Layout tab, select Insert option.] | 4 | [Enter your note] | 5 | 6/7 |
| Week  2 | [Enter your note] | 8 | [Enter your note] | 9 | [Enter your note] | 10 | [Enter your note] | 11 | [Milestone 2]  [Description] | 12 | 13/14 |
| Week  3 | [Enter your note] | 15 | [Enter your note] | 16 | [Milestone 3]  [Description] | 17 | [Enter your note] | 18 | [Enter your note] | 19 | 20/21 |
| Week  4 | [Milestone 4]  [Description] | 22 | [Enter your note] | 23 | [Enter your note] | 24 | [Enter your note] | 25 | [Enter your note] | 26 | 27/28 |
| Week  5 | [Enter your note] | 29 | [Enter your note] | 30 | [Enter your note] | 31 | [Milestone 5]  [Milestone 6]  [Description] | [Month] 1 | [Enter your note] | 2 | 3/4 |
| Week  6 | [Enter your note] | 5 | [Enter your note] | 6 | [Enter your note] | 7 | [Enter your note] | 8 | [Enter your note] | 9 | 10/11 |

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| --- | --- | --- | --- | --- |
| Legend: | ▪ [Stakeholder 1]  ▪ [Stakeholder 2] | ▪ [Stakeholder 3]  ▪ [Stakeholder 4] | ▪ [Stakeholder 5]  ▪ [Stakeholder 6] | ▪ [Stakeholder 7]  ▪ [Stakeholder 8] |