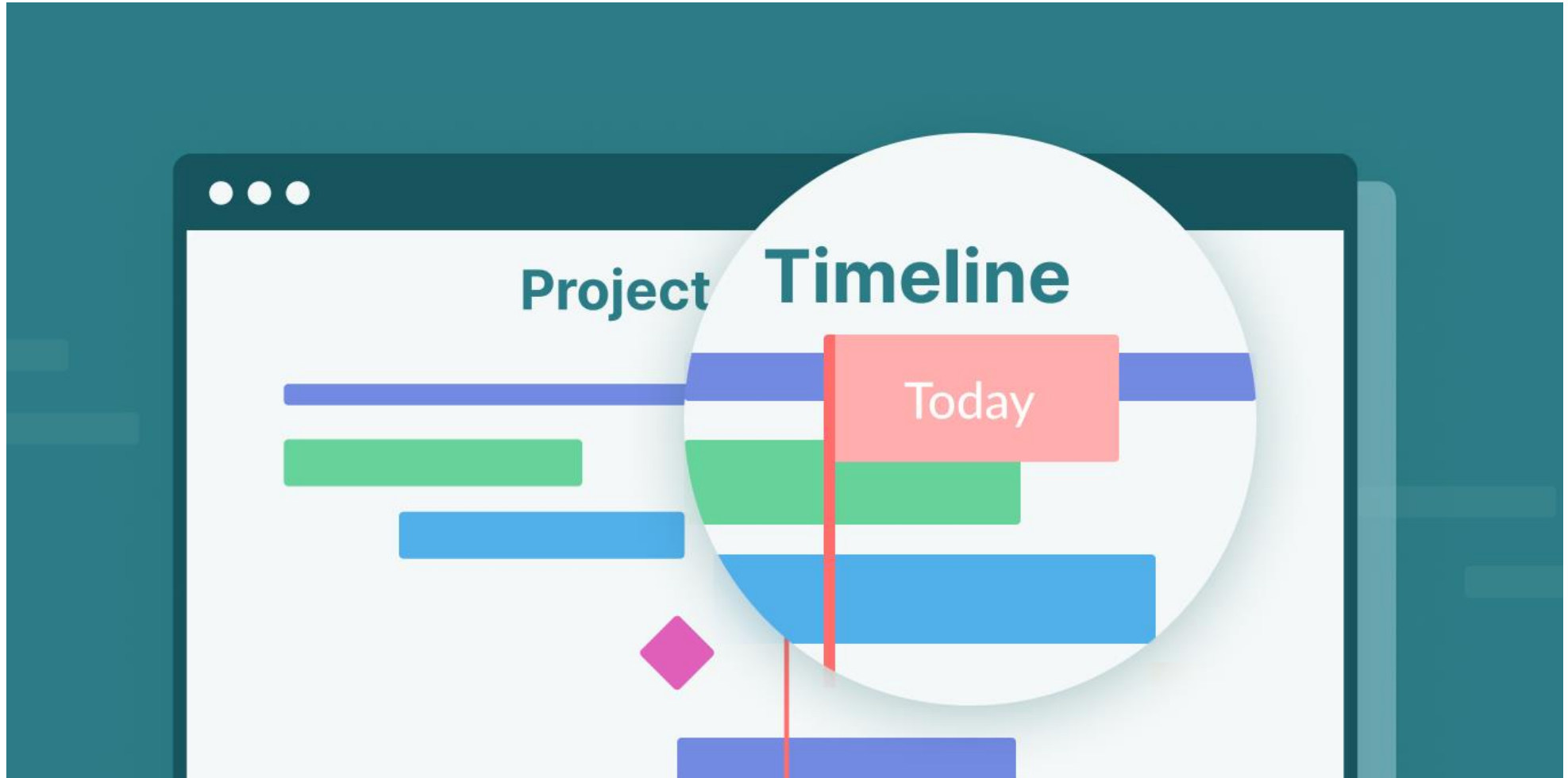


Managing Project Timeline



Introduction

- No project plan or charter is complete without a project management timeline.
- Project management timelines provide a simple visual overview of a project from start to finish and lead to increased work efficiency among teams.
- As simple as timelines appear when you see them on paper, breaking down a project into an effective timeline may feel overwhelming, especially to novice project managers.
- So, we shall be reviewing how to manage project timeline in this session.

Definition

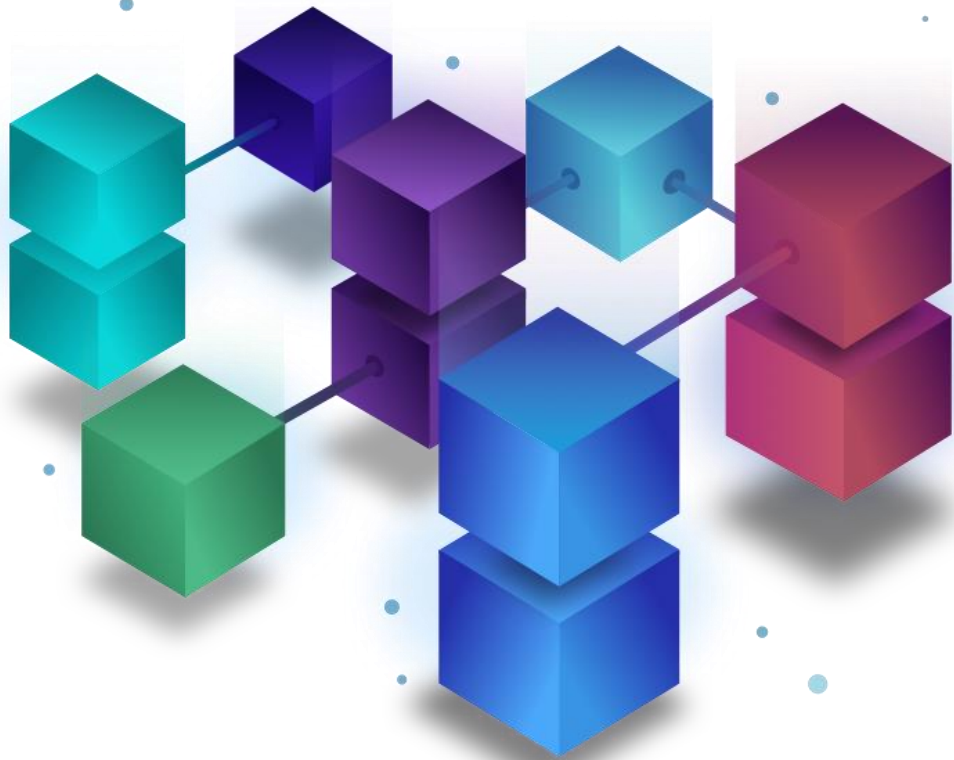
- **Project timeline** is an overview of a project's deliverables laid out in chronological order.
 - It maps out what needs to be completed before a new task can commence and keeps everything ticking along nicely.
- A **project management timeline** is a detailed schedule for your project.
 - It spells out all of the tasks involved and a deadline for each so that your entire team can see when individual steps will take place and when the whole project will be wrapped up.

Benefits of Project Timeline



- Reveals a clear path forward.
- Maintains the big picture.
- Ensures everyone has the same goal.
- Keeps everyone in the loop.
- Tracks what happens and when.
- Prevents bottlenecks and hold-ups.
- Make changes easy.

Components of Project Timeline



- The tasks
- Their due dates
- The duration of each task
- Dependencies
- Team members or assigned employees

Steps To Creating Project Timeline

- Understand the scope of your project
- Split the project into milestones/phases/deliverables
- Determine the tasks for each milestone/phases
- Estimate the time of each task
- Establish deadlines
- Estimate the resources for each task
- Assign tasks to your team
- Choose your project timeline software