**Microsoft Word Project Timeline Template**

|  |  |  |  |
| --- | --- | --- | --- |
| PROJECT NAME | **NAME** | PROJECT MANAGER | Name |
| PROJECT DELIVERABLE | Description |
| SCOPE STATEMENT | Description |
| START DATE | MM/DD/YY | END DATE | MM/DD/YY | OVERALL PROGRESS | **0%** |

OTHER

DEVELOPMENT

OTHER

APPROVED

LAUNCHED

PLANNING

STATUS KEY

RISK LEVEL

LOW

MEDIUM

HIGH

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **20XX – Q1** | **20XX – Q2** | **20XX – Q3** | **20XX – Q4** | **20XX – Q1** |
| **JAN** | **FEB** | **MAR** | **APR** | **MAY** | **JUN** | **JUL** | **AUG** | **SEP** | **OCT** | **NOV** | **DEC** | **JAN** | **FEB** | **MAR** |
|  **TEXT** |  **TEXT****TEXT** |   |   |  **TEXT****TEXT** |   |  **TEXT** |  **TEXT****TEXT** |   |  **TEXT** |  **TEXT****TEXT** |  **TEXT** |   |   |   |

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