

A Timeline of Planning

Define objectives and set SMART goals.

Conduct research and gather information.

Identify tasks and milestones.

Estimate timeframes and create a
Gantt chart.

Allocate necessary resources.

Plan for potential risks and
contingencies.



Set review points for progress assessment.

Communicate and collaborate effectively.

Monitor and track project progress.

Ensure quality assurance.

Evaluate the planning process.

Celebrate project completion.