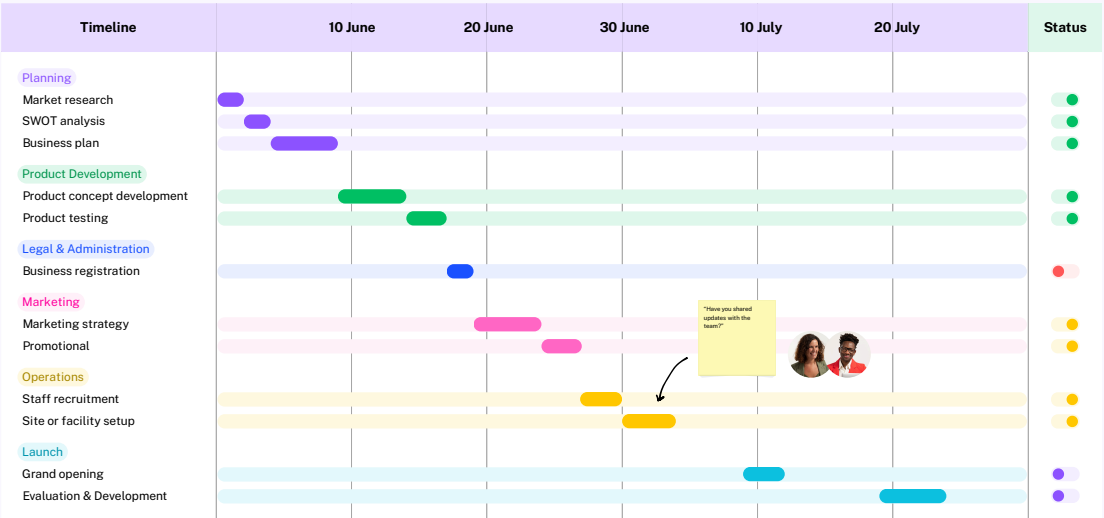


Project Timeline Overview

Phase	Key Task	Status	Progress	Duration	Assigned to	Notes
Planning	<div><div>Market research</div><div>SWOT analysis</div><div>Business plan</div></div>	Completed	<div><div></div></div> 100%	9 days <small>Period: 01-09 June, 2025</small>	<div><div>Owner</div><div>Research team</div></div>	"Start with solid data — complete your research today!"
Product Development	<div><div>Product concept development</div><div>Product testing</div></div>	Completed	<div><div></div></div> 100%	8 days <small>Period: 10-17 June, 2025</small>	<div><div>Product team</div></div>	
Legal & Administration	<div><div>Business registration</div></div>	Delayed	<div><div></div></div> 30%	2 days <small>Period: 18-19 June, 2025</small>	<div><div>Legal</div></div>	"Don't forget to submit registration docs!"
Marketing	<div><div>Marketing strategy</div><div>Promotional</div></div>	In Progress	<div><div></div></div> 50%	8 days <small>Period: 20-27 June, 2025</small>	<div><div>Marketing team</div><div>Design team</div></div>	
Operations	<div><div>Staff recruitment</div><div>Site or facility setup</div></div>	In Progress	<div><div></div></div> 75%	7 days <small>Period: 28 June - 04 July, 2025</small>	<div><div>Human Resources</div><div>Operations team</div></div>	"Check facility setup progress before end of day."
Launch	<div><div>Grand opening</div><div>Evaluation & Development</div></div>	Upcoming	<div><div></div></div> 0%	15 days <small>Period: 10-25 July, 2025</small>	<div><div>Owner</div><div>Marketing team</div><div>Customer service</div></div>	"Collect feedback — ask 3 customers."

Project Timeline 2025 - Gantt Chart



Legend

PROJECT STATUS:

Completed

Delayed

In Progress

Upcoming

RESPONSIBLE / TEAM:

Owner

+

Research Team

+

Marketing Team

+

HR

+

Product Team

+

Operations Team

+

CS

+

Legal

+

Design Team

+

“START TODAY — DON’T DELAY!”

Next Steps

- Assign team leads for each project phase.
- Set up weekly check-ins to track Gantt milestones.
- Prepare visual Gantt chart for team-wide presentation.
- Begin Planning Phase tasks on 01 June, 2025.

Summary

This draft outlines a structured 8-week timeline for launching a business project. It includes seven key phases, each with specific tasks, dates, and team responsibilities. A clear division of labor and phase-based planning helps ensure smooth execution from initial research to customer feedback collection. Color coding enhances clarity for tracking progress across all stages.

CANVA TIPS

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Press "S" to add a sticky note quickly.

S

LINES

Click "L" to add a basic line. Double click on a line to add text. Customize your line with more options using "Line Style".

L

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Click "R" for rectangle and "C" for circle or "See all" for other options. Text can be added by clicking inside the shapes. Once a line is connected to a shape, quickly add more shapes by clicking the "(+)" button. Transform to any other smart shape with a simple click.

R

C

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/

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