

[Project title]

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

Legend: • [Stakeholder 1] • [Stakeholder 3] • [Stakeholder 5] • [Stakeholder 7]
• [Stakeholder 2] • [Stakeholder 4] • [Stakeholder 6] • [Stakeholder 8]