**[](https://www.smartsheet.com/try-it?trp=8869&utm_source=template-word&utm_medium=content&utm_campaign=Simple+Timeline-word-8869&lpa=Simple+Timeline+word+8869)Simple Timeline Template**

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| PROJECT NAME | PROJECT LEAD | PROJECT START DATE | PROJECT END DATE | TODAY’S DATE |
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MILESTONES

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| 20XX | | | | 20XX | | | | 20XX | | | |
| Q | Milestone | DATE | TITLE | Q | Milestone | DATE | TITLE | Q | Milestone | DATE | TITLE |
| 1 | 1 | 00/00/00 | Kick-Off | 1 | 6 | 00/00/00 | Launch |  |  |  |  |
| 1 | 2 | 00/00/00 | Proposal | 2 | 7 | 00/00/00 | Testing |  |  |  |  |
| 2 | 3 | 00/00/00 | Design | 2 | 8 | 00/00/00 |  |  |  |  |  |
| 3 | 4 | 00/00/00 | Build |  |  |  |  |  |  |  |  |
| 4 | 5 | 00/00/00 | Testing |  |  |  |  |  |  |  |  |
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MILESTONE MAP

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| 20XX | | | | 20XX | | | | 20XX | | | |
| Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 |

m8

m6

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m1

PHASES

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| 20XX | | | | | | | | | | | | 20XX | | | | | | | | | | | | 20XX | | | | | | | | | | | |
| Q1 | | | Q2 | | | Q3 | | | Q4 | | | Q1 | | | Q2 | | | Q3 | | | Q4 | | | Q1 | | | Q2 | | | Q3 | | | Q4 | | |
| 01 | 02 | 03 | 04 | 05 | 06 | 07 | 08 | 09 | 10 | 11 | 12 | 01 | 02 | 03 | 04 | 05 | 06 | 07 | 08 | 09 | 10 | 11 | 12 | 01 | 02 | 03 | 04 | 05 | 06 | 07 | 08 | 09 | 10 | 11 | 12 |
| Phase One |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  |  | Phase Two |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |  | Phase Three |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Phase Four |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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