Milestones and Timeline

**Complete column 1 and column 3 and send in with the plan for approval:  
 (dates in “By when” column should match when you actually do the tasks so are not required before you start the tasks)**

|  |  |  |  |
| --- | --- | --- | --- |
| Milestones & Timeline for creating web (the Completed column will also be used for your evaluation) | | | |
| Milestone | By when (actual date) | Person(s) involved | Completed |
|  |  |  |  |
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|  |  |  |  |

**Complete the “By when” column and the last column (when you have actually completed the tasks you listed) and send this document in when you send in the completed website. Remember to add any modifications required in case they extend the project dates.**

**Note: this document will also be sent in when final approval has been signed off by Dianne.**