Worked example - a fictional project. Replace every detail with your own.

Project plan with timeline

Cafe website refresh - 10-week plan

Project	Cafe website refresh	**Owner**	Sam Taylor
Start (Week 1)	Monday 04/01/2027	**Target finish**	Friday 12/03/2027

Task	Owner	Wk 1	Wk 2	Wk 3	Wk 4	Wk 5	Wk 6	Wk 7	Wk 8	Wk 9	Wk 10
Agree the brief	Sam										
Photograph menu and cafe	Jo										
Write page copy	Sam										
Build and test pages	Alex										
Add booking form	Alex										
Staff walk-through	Sam										
Go live	Alex										

Key milestones and dates

Brief signed off - week 1. Copy approved - week 5. Site tested - week 8. Live - week 10 (12/03/2027).