

PIO\Projects\Project Milestones

Milestones Schedule Information for

Information Plan Name:	Project Plan	Overall Deliverable Status	
Deliverable Type		Deliverable Category	
Distribution Method			
Start Date		Target End Date	
Actual Start Date		Actual End Date	
Project Manager		Writer assigned	

Planning Stage

Planning	Start Date	End Date	Resource	Status
Information Plan				
Purpose of document				
Usability Goals				
Audience Assessment				
Tasks and/or TOC				
Design Implication				
Document Strategy				
Constraints				
Information Resource				
Client Project Team				
Client Review Team				
Writing Team & Roles				
Service Level Agreement				
Project Initiation				
Info/Resource/Tools Management				

Development Stage

Development	Start Date	End Date	Resource	Status
Create 1st Draft				
Submit for review				
Incorporate feedback and generate 2nd draft				
Review				
Final prep				
Peer Review				
More final prep				

Production and Release Stage

Production & Release	Start Date	End Date	Resource	Status
Production				
Create PDF file				
Send to Printer				
Packaging				
Post Electronic File				
Release				
AIR Announcement				
Client Announcement				
Shipping/Distribution				
Post Release				
PIO Library Entry				
Project Wrap-up report				

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Who can Edit this entry ?:

Product Information Office

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Created by: Charity Dominic

Last Updated:09/15/99

Updated by: Charity Dominic