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# TIMELINE CHECKLIST

Before you hit send, publish the timeline or share it with stakeholders, do one final review. **A few minutes spent checking the basics can save a lot of confusion later.**

- The purpose is clear.
- The start and end dates are defined.
- Tasks, events or phases are in chronological order.
- Milestones are clearly marked.
- Dates and durations are realistic.
- Dependencies are identified.
- Owners are assigned where needed.
- Buffer time is included.
- The format matches the use case.
- The timeline is easy to scan.
- Stakeholders know where to find the latest version.
- There is a plan to review and update it.