SAMPLE

Implementation Timeline

ACTIVITY	Week Beginning	JUNE 7	14	21	28	JULY 5	12	19	26	AUG 2	9	16	23	30	SEPT 6	13	20	27	OCT 4	11	18	25	NOV 1	8	15	22	29	DEC 6	13	20	27
Research legal availability of company name																															
File "Ficticious Names" notices in local papers																															
Secure Federal EIN number																															
Ensure all start-up funding is in place																															
Sign final lease for facilities																															
Contract for external signage creation & install																															
Purchase and install fixtures																															
Begin marketing plan implementation																															
Begin training employees on operations																															
Order and stock inventory																															
Install & test the POS and Inventory systems																															
Launch major ad campaign for open house																															
Begin operations																															
Monthly Operational Review Meetings																															
Add additonal steps below … or																															
continue listing post-opening																															
activities until all systems and																															
processes operate smoothly																															

This is an example of topics to plan in an Implementation Schedule. You should add as much detail as possible and plan activities in a serial fashion. Some items are likely to be dependant upon the final completion of others. EX: Do not file for the EIN until the "Ficticious Names" notices are published. Good management = weekly update.

- Green blocks indicate action items that are complete.
- Yellow inidcates an item is behind schedule.
- Red is critically behind schedule.