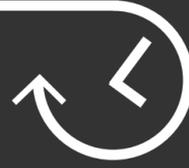# Setting Up a Timeline

Map out the scope.

Figure out how much time the project will take. Ask around to get a rough estimate.
(Go to JT for video, Mischa for web, Jenn for print pieces, Adele for production and shipping, Angela for formatting/PowerPoint.)

Ask about the end date.

Work with the client to decide on a completion date (keeping in mind the typical length of time needed).

Work backwards.

Start with the end date and work your way back to the beginning of the project.
Run out of time? You may need to adjust your completion date or shorten review times.
See the sample schedule below for help.

Double-check dates.

Make sure you haven't scheduled anything on a weekend (unless necessary) or a holiday.

Get input.

Ask your team members to review the schedule and make sure there aren't any issues/conflicts.

Send to the client.

Ask the client to review/approve the schedule.

Sample Timelines

Print   Web