

Please use this document as an example only. Your specific project will have different activities and milestones. Please adjust to suit your needs and individual projects.

Key Activity	Activity Description	Timeline to Complete
Project launch	The kick-off to the project	September 25, 2023 (1 day)
Source product design firm	RFP for organizations that can help design widget for use in new applications and evaluate submissions.	September 26 to October 26 (30 Days)
Select vendor	Award the design contract to the winning vendor. Enter into a contract and have them start design.	October 27 to November 3 (7 days)
Product Design	Vendor designs product according to required specifications	November 3 to December 3 (30 days)
Test product design	Testing the new widget design through Non-destructive and destructive testing. Ensure it can handle stress testing and pressure testing.	December 4 to December 11 (7 days)
Market Testing	Hold focus groups to test product against consumer needs and impressions.	December 12 to December 26 (14 days)
Packaging development	Development of packaging for widget and market testing for distribution and retail use.	December 27 to January 3, 2024 (7 days)
Packaging product	Products need to be packaged for distribution and retail sale	January 4 to January 18, 2024 (14 days)
Distribution	Final packaged product to be distributed for sale	January 20, 2024 (1 day)
Sales support	Support retailers with distribution and questions	January 21 to February 18, 2024 (28 days)
Project Evaluation	Evaluate sales numbers from product development. Data to be provided by retailers	February 19, 2024
Project completed	Product development finished	February 19, 2024 and beyond