

3PL Onboarding Project Timeline Template

Phase	Task	Owner	Start Date	End Date	Status	Notes
Kickoff						
	Project Kickoff Meeting					
Discovery & Planning						
	Requirements Gathering					
	Define Project Scope					
System Setup						
	Account Setup					
	Integration Preparation					
Integration						
	System Integration					
	Testing & Validation					
Training						
	Staff Training					
Go-Live						
	Go-Live Preparation					
	Go-Live					
Post-Go-Live Support						
	Hypercare Support					
	Project Closeout					