FACTSHEET
PROJECT-ROADMAP
IN 6 STEPS

WHAT IS A PROJECT ROADMAP?

A project roadmap is a structured overview of the key steps from the initial project idea through to completion.
 It helps plan complex initiatives clearly, define responsibilities, and track progress transparently.
 A clear roadmap provides orientation for everyone involved and reduces common risks such as delays, misunderstandings, or resource constraints.

WIE GEHST DU VOR?

Step 1: Clarify goals and framework
- What should be achieved?
- Who is involved?
- What resources are available?

Step 2: Analyze stakeholders
- Who is affected and how?
- Who makes decisions?
- Who needs to be informed?

Step 3: Structure the project
- Define milestones
- Define work packages
- Assign responsibilities

Step 4: Establish routines
- Schedule (Gantt/timeline)
- Align availability
- Build in buffers (!)

Step 5: Ensure communication
- Regular meetings & status updates
- Tools & documentation
- Define escalation paths

Step 6: Completion and review
- Final review & status update
- Documentation
- Lessons learned / retrospective