**Title of Project:**

**Purpose Area**

**Year 1:** September 30, 2017 – September 29, 2018

| Key Project Activities | September 2017 |  October 2017 | November 2017 | December 2017 | January 2018 | February 2018 | March 2018 | April 2018 | May 2018 | June 2018 | July 2018 | August 2018 | September 2018 | Responsible Project Staff |
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***Instructions:***

1. *The key project activities will depend on which Purpose Area (1 or 2) you have chosen. Please refer to the “Example Timeline” for example activities.*
2. *You may add additional rows to the table (if needed).*
3. *Please refer to your chosen Purpose Area for a description of required activities.*
4. *Place an “X” in the Timeline Chart boxes above to indicate the month(s) you will conduct each key project activity.*
5. *List the Responsible Project Staff in the far right-hand column as indicated. Here you may indicate the title of the staff, for example: Project Coordinator, Project Director, etc. You do not need to list individuals by name.*
6. ***DELETE ALL*** *instructions in* ***italics*** *when you complete the timeline.*