**Title of Project:** *insert title of project*

**Year 1:** *insert timeframe of project year*

| Key Project Activities | April 2022 | May 2022 | June 2022 | July 2022 | August 2022 | September 2022 | October 2022 | November 2022 | December 2022 | January 2022 | February 2022 | March 2022 | April 2022 | Responsible Project Staff |
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***Instructions:***

1. *Include the title of the proposed project at the top of the page (Example: XYZ Tribe MSPI Project)*
2. *List the “key project activities” in this project timeline. Please refer to the “Example Project Timeline” for example activities.*
3. *You may add additional rows to the table (if needed).*
4. *The “key project activities” should be directly related to the scope of work and requirements listed in the notice of funding opportunity.*
5. *Place an “X” in the Timeline Chart boxes above to indicate the month(s) you will conduct each key project activity.*
6. *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.*
7. ***DELETE ALL*** *instructions in* ***italics*** *when you complete the timeline.*

* ***Project Timeline:***

*The Project Timeline should depict a realistic time frame for the* ***full 1-year project period****, showing key activities, milestones, and responsible staff. Keep the following items in mind when creating your project timeline:*

* + *Understand that this timeline is meant to be used for proposal planning purposes and may be revised over time. For example, some activities will be dependent upon the completion of prior activities (i.e., one cannot train staff members until the staff is hired; if the hiring process takes four months versus two, the training timeline will also need to be adjusted).*
  + *It is fine to show multiple items with the same completion date.*
  + *Remember that all activities in the project timeline will shape your budget request.*

*The Project Timeline should* ***not*** *exceed 1-page.*