

EXAMPLE TIMELINE CHART: TEMPLATE

Ver3: July 7, 2015

Title of Project: XYZ Tribal Project

Purpose Area: Purpose Area #1 – (note: this example is specific to MSPI)

Year 1: September 30 2015 – September 29, 2016

Key Project Activities	September 2015	October 2015	November 2015	December 2015	January 2016	February 2016	March 2016	April 2016	May 2016	June 2016	July 2016	August 2016	September 2016	Responsible Project Staff
National Meeting - Participate in Kick-Off Meeting		X	X											Project Director; Project Coordinator
Staffing: - Recruit - Hire - Train	X	X	X	X	X									Project Director
Develop Collaborative Relationships - MOA's/MOU's - Letters of Support					X	X								Project Director; Project Coordinator
Community & Organizational Needs Assessment - Planning - Create Advisory Board						X	X	X	X	X	X			Project Coordinator; Regional Evaluator
Trainings - Participate in trainings							X		X		X		X	Project Coordinator; Advisory Board
Local & Regional Evaluation: - Develop Local Data Collection Plan - Collect Data - Complete & Submit Progress Reports					X	X	X	X			X	X	X	Regional Evaluator; Project Coordinator