

Sample Timeline

Please share a high-level timeline that includes key milestones. Below is an example for a one-year program.

Month 1:

- Post positions and begin recruitment
- Conduct surveys of our program audience

Months 2-3:

- Hire and on-boarding new team members
- Begin communication campaign for new services based on what we learned in our audience survey

Month 4:

- Prepare new programming and related materials

Month 5:

- Launch program and begin tracking
- Begin engaging donors to sustain program for year 2 and beyond

Month 8:

- Review program utilization and audience perception of program
- Debrief and plan program updates/improvements

Month 9:

- Launch updated program and continue tracking

Month 12:

- Review program utilization and audience perception of program
- Debrief and plan program updates/improvements for sustainable program