

## 5. A timeline

A timeline is a tool to help to chart out where you hope to be with your project/action at the end of the school year. Creating a timeline will help you map out the specific steps that need to be taken, who will do them, and when they will be completed.

This timeline will keep your plan on track and give people specific responsibilities. To be complete the timeline complete the following steps.

- 1) Write your desired outcomes in the Desired Outcomes section.
- 2) Beginning with the month in which you are starting your project/action, fill in that month with the current specifics of your project.
- 3) Fill in the remaining monthly sections with the next steps, to do's, and specific actions that must take place during each month to achieve your desired outcomes. For each step list the person(s) responsible for carrying out the step and when the step will be completed. Highlight any milestones that will serve as markers of the success of your student group's work.

**Please Note:** As you begin to implement your action plan you may need to adjust your timeline. The timeline is a working document and feel free to add or delete steps as necessary.

*Also – a sample plan can be found on the Resource CD under Sample Action Plan*

### Desired Outcomes:

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_

<i>Month</i>	<i>Steps</i>	<i>By whom</i>	<i>When</i>
September	1) _____	1) _____	_____
	2) _____	2) _____	_____
	3) _____	3) _____	_____
	4) _____	4) _____	_____
	5) _____	5) _____	_____
	6) _____	6) _____	_____
	7) _____	7) _____	_____
October	1) _____	1) _____	_____
	2) _____	2) _____	_____
	3) _____	3) _____	_____
	4) _____	4) _____	_____
	5) _____	5) _____	_____
	6) _____	6) _____	_____
	7) _____	7) _____	_____

<b>Month</b>	<b>Steps</b>	<b>By whom</b>	<b>When</b>
November	1) _____	1) _____	_____
	2) _____	2) _____	_____
	3) _____	3) _____	_____
	4) _____	4) _____	_____
	5) _____	5) _____	_____
	6) _____	6) _____	_____
	7) _____	7) _____	_____
December	1) _____	1) _____	_____
	2) _____	2) _____	_____
	3) _____	3) _____	_____
	4) _____	4) _____	_____
	5) _____	5) _____	_____
	6) _____	6) _____	_____
	7) _____	7) _____	_____

<b>Month</b>	<b>Steps</b>	<b>By whom</b>	<b>When</b>
March	1) _____	1) _____	_____
	2) _____	2) _____	_____
	3) _____	3) _____	_____
	4) _____	4) _____	_____
	5) _____	5) _____	_____
	6) _____	6) _____	_____
	7) _____	7) _____	_____
April	1) _____	1) _____	_____
	2) _____	2) _____	_____
	3) _____	3) _____	_____
	4) _____	4) _____	_____
	5) _____	5) _____	_____
	6) _____	6) _____	_____
	7) _____	7) _____	_____

<b>Month</b>	<b>Steps</b>	<b>By whom</b>	<b>When</b>
March	1) _____	1) _____	_____
	2) _____	2) _____	_____
	3) _____	3) _____	_____
	4) _____	4) _____	_____
	5) _____	5) _____	_____
	6) _____	6) _____	_____
	7) _____	7) _____	_____
April	1) _____	1) _____	_____
	2) _____	2) _____	_____
	3) _____	3) _____	_____
	4) _____	4) _____	_____
	5) _____	5) _____	_____
	6) _____	6) _____	_____
	7) _____	7) _____	_____

<b>Month</b>	<b>Steps</b>	<b>By whom</b>	<b>When</b>
May	1) _____	1) _____	_____
	2) _____	2) _____	_____
	3) _____	3) _____	_____
	4) _____	4) _____	_____
	5) _____	5) _____	_____
	6) _____	6) _____	_____
	7) _____	7) _____	_____
June	1) _____	1) _____	_____
	2) _____	2) _____	_____
	3) _____	3) _____	_____
	4) _____	4) _____	_____
	5) _____	5) _____	_____
	6) _____	6) _____	_____
	7) _____	7) _____	_____