# Worksheet: Developing Activities, Timelines and Linking Program Resources

Developing a project timeline can be helpful to aligning tasks according to staff strengths and identify areas in which your program planning team may wish to coordinate with community partners/resources.

Below is a table to help your team get started setting a framework for a project timeline and identify the supportive tasks/activities that will help you reach your project goals.

Directions:

- Starting with Goal 1 of your project, identify major activities and milestones that should occur to support the project goal and supporting objectives.
- Designate the timeframe in which the task/activity should occur.
- Designate a key person, individual, or workgroup that should be responsible for completing the identified task. An example has been included for you and blank table follows.

| Goal 1: *Develop a comprehensive culture-centered youth truancy reduction and court diversion program.* | | | | | |
|---|---|---|---|---|---|
| Objective Supported by Task | Tasks/ Activities | Community resources available to support activity | Target date for completion (Year/Quarter) | Person/Work Group Responsible | Status |
| *Objective 1(a): Identify and engage stakeholders to develop advisory and planning committee.* | *Host informal gathering to gain interest in advisory committee for truancy reduction/diversion program* <br><br> *Engage in discussion on local data and trends within the community.* | *N/A* | *Year 1 Quarter 2* | *Coordinator* | *Completed.* |
| *Objective 1(b): Hire competent and trained staff to support program coordination.* | *Develop job posting. Contact human resources for outreach support. Explore venues to recruit qualified staff.* | *Link to Tribal Newspaper and Tribal Website* <br><br> *Engage with employment services to see if any participants may qualify for position.* | *Year 1 Quarter 3* | *Coordinator* | *In Progress.* |

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