

Office of Juvenile Justice & Delinquency Prevention Tribal Youth Resource Center

FY2018 Cohort Strategic Planning Meeting

Developing Activities, Timelines & Linking Program Resources

Presented By:

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Session Overview

1. Discuss development of a project timeline and its relationship to project implementation and sustainability success.
2. Survey sample timelines that may support your project goals and objectives.
3. Activity: Team will map/identify activities associated with a project goal/objective and create a draft timeline for at least one goal.



What is a project timeline?

- A project timeline includes dates, events, and actions generally in chronological order.
- Timelines may capture a short or long time period.
- Timeline structure may vary:
 - Text
 - Numerical (Graphs, Charts)
 - Interactive (Electronic Timelines)



What type of timeline should we use?

Great Question!

Answer: One that works best for your team.

Let's take a quick look at a few examples.



Example Text Timeline

- Covers defined time period.
- Identifies tasks/activities.
- Identifies timeframe in which task will be completed.
- Identifies key individual(s) assigned to tasks.

Brentwood Highlands Fitness Program Timeline Chart, Year 1

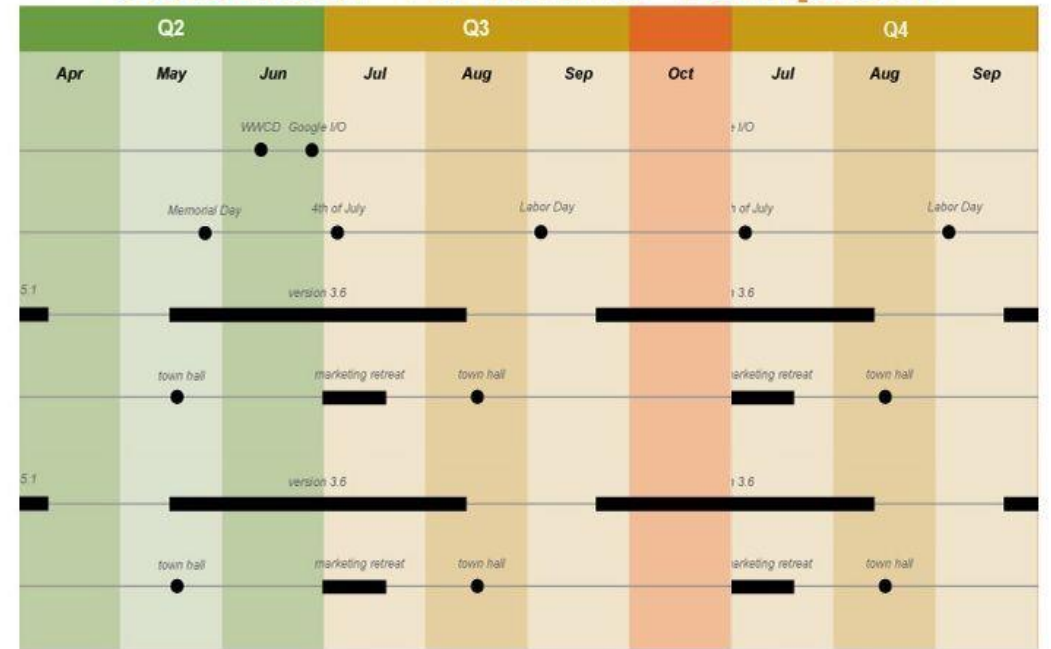
Activities/Milestones	Year 1 July 1 – June 30				Key Person/Group Responsible
	1 st Qtr.	2 nd Qtr.	3 rd Qtr.	4 th Qtr.	
Community Association governing body for Brentwood Highlands formally accepts the grant award by resolution adoption	☺				Community Association Board of Directors
Creation of fitness activity preference survey	☺				Activity Director
Distribution of fitness interest and past activity involvement survey via delivery to every occupied mobile home in the park's six block sections	☺				Block section captains
Free-of-charge community cookout to collect surveys and tour the new fitness facility	☺				Community volunteers Activity Director
Use survey data to identify fitness activity leaders from within and outside of the community	☺				Activity Director
Meet with interested fitness activity leaders to discuss their day/time/interest preferences	☺				Activity Director
Use survey data to develop list of indoor and outdoor classes and events to be offered weekly	☺				Activity Director
E-mail blast activity schedule to all residents (those residing in the park and winter visitors who arrive by October 1 annually)	☺				Activity Director e-Newsletter Coordinator
Classes and other activities begin		☺			
Develop retention incentives for all fitness activities	☺				Activity Director
Develop evaluation forms for residents to rate instructors and activities (type, time, day, intensity)	☺				Grand Canyon University Evaluation Intern
Administer evaluation forms halfway through each class and again at the end		☺	☺	☺	Activity Director
Monitor class enrollment records to track residents in more than one class		☺	☺	☺	Activity Director
Ongoing process and outcome monitoring and correction actions as needed		☺	☺	☺	Grand Canyon University Evaluation Intern
Winter visitor season-end fitness awards (most inches lost, most weight lost, most classes taken, and most health risk indicators reduced)				☺	Activity Director
Final reports to stakeholders (funders, Community Association Board, and park residents)				☺	Activity Director
Grant close-out				☺	Activity Director



Example Calendar Timeline

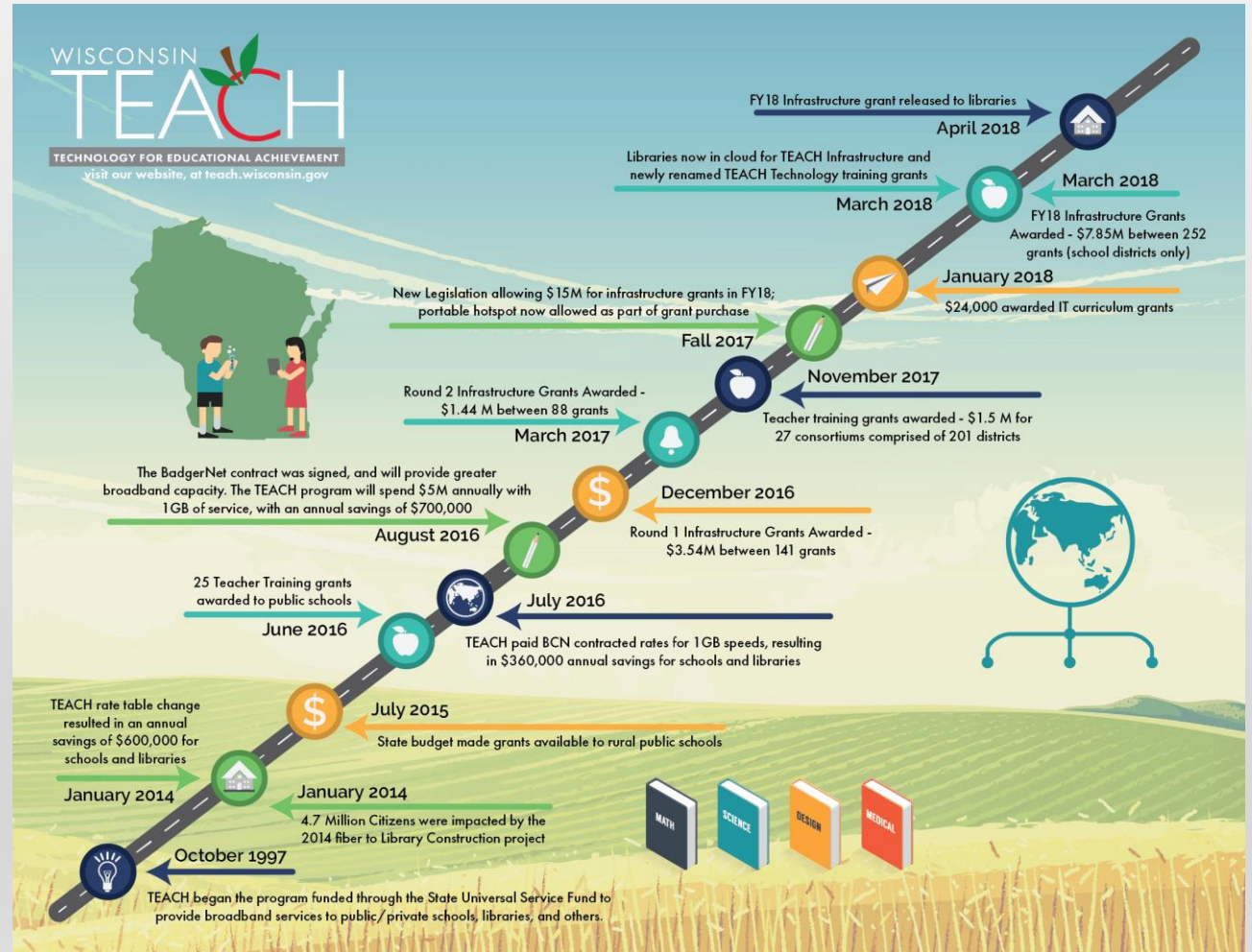
- Utilizes calendar Format
- Identifies activities/tasks
- Could include key community dates/activities.

Calendar Timeline Template

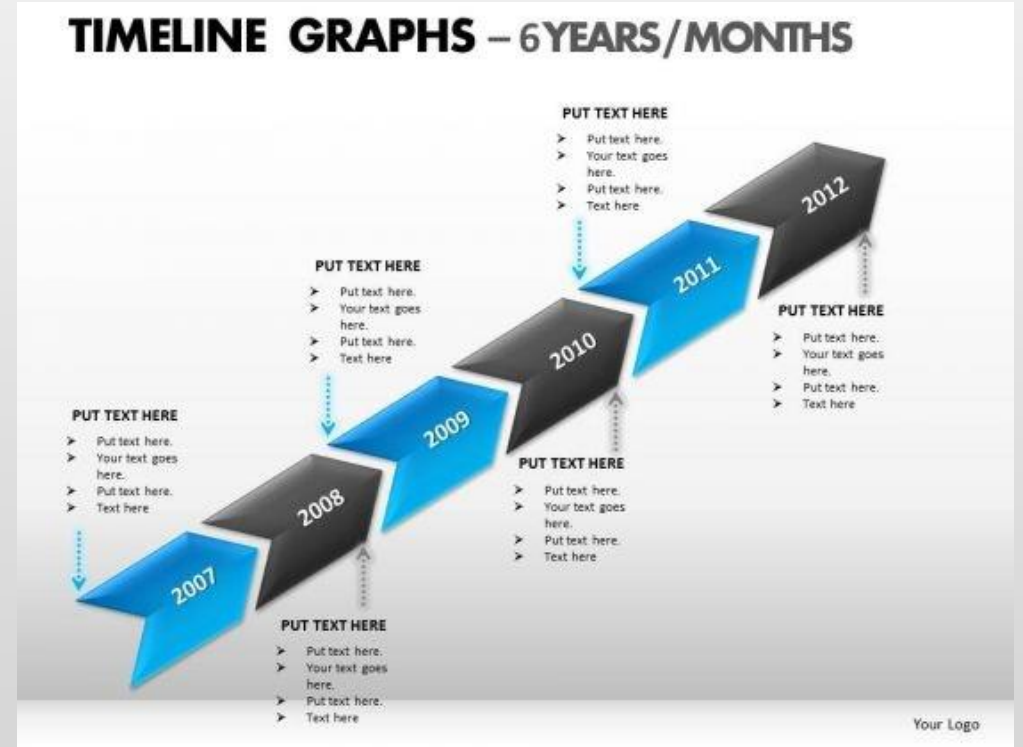


Example Visual Timeline

- Covers defined time period(s).
- Color and aesthetics to draw in reader.
- Focus is on benchmarks and milestones.



Example: Chart/Graph Timeline



Why are Timelines Important?

Timelines provide a clear guide for project activities.

- What has already occurred
- What is in progress
- What should be completed in the future
- Assists the team with staying on task



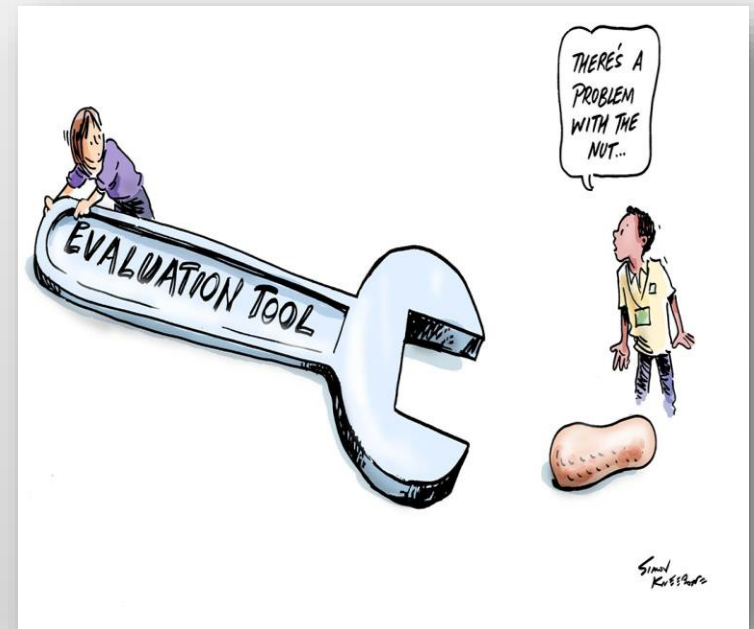
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Why are Timelines Important?

Timelines assist with data collection and evaluation processes.

- Clear timelines can be utilized to analyze activities and draw conclusions.
- Timelines assist with quality improvement through the measurement of activity and resultant outcomes at peak milestones/benchmarks of the project.



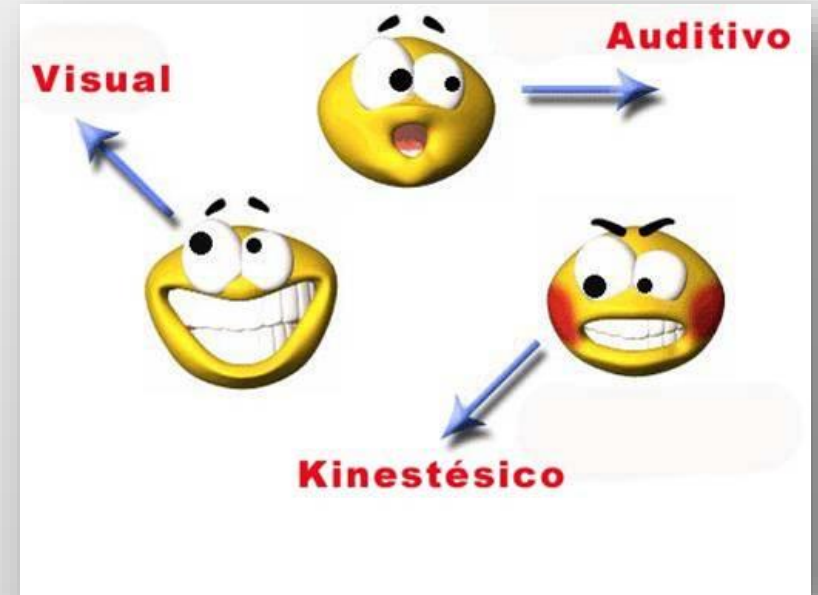
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Why are Timelines Important?

Timelines assist with providing a visual examples for stakeholders and partners

- A project timeline can assist with identifying points of engagement for key partners/stakeholders
- Can assist with providing a visual overview of the project outline for leadership or program partners/supports



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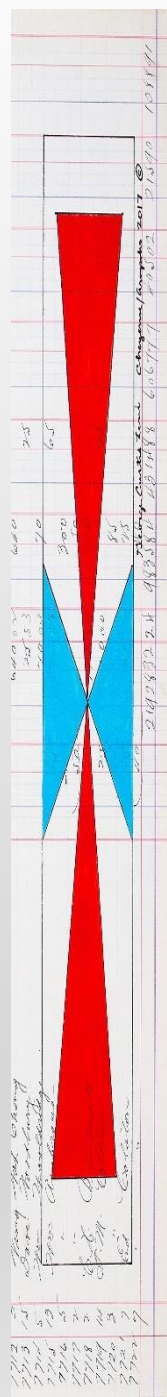


Where do we begin?

- Decide the parameters of your timeline:
 - Length of time the timeline will cover
 - Division within the timeline (quarterly monthly)
 - Timeline
- Review project goals and objectives and identify general tasks necessary to reach milestones/benchmarks.
- Consider and include existing community resources that will help you achieve the identified tasks.



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Questions?

Hand-drawn diagram on graph paper. The diagram consists of a vertical red bar with blue triangles at the top and bottom, and a central blue diamond shape. The diagram is annotated with handwritten numbers and text.

Year	Age	Gender	Count
2013	13	M	1
2013	14	M	1
2013	15	M	1
2013	16	M	1
2013	17	M	1
2013	18	M	1
2013	19	M	1
2013	20	M	1
2013	21	M	1
2013	22	M	1
2013	23	M	1
2013	24	M	1
2013	25	M	1
2013	26	M	1
2013	27	M	1
2013	28	M	1
2013	29	M	1
2013	30	M	1
2013	31	M	1
2013	32	M	1
2013	33	M	1
2013	34	M	1
2013	35	M	1
2013	36	M	1
2013	37	M	1
2013	38	M	1
2013	39	M	1
2013	40	M	1
2013	41	M	1
2013	42	M	1
2013	43	M	1
2013	44	M	1
2013	45	M	1
2013	46	M	1
2013	47	M	1
2013	48	M	1
2013	49	M	1
2013	50	M	1
2013	51	M	1
2013	52	M	1
2013	53	M	1
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2013	87	M	1
2013	88	M	1
2013	89	M	1
2013	90	M	1
2013	91	M	1
2013	92	M	1
2013	93	M	1
2013	94	M	1
2013	95	M	1
2013	96	M	1
2013	97	M	1
2013	98	M	1
2013	99	M	1
2013	100	M	1



Activity

- Review Goal 1 and Objectives for your Project
- Brainstorm activities associated with reaching Goal 1 and its objectives
- Map out a draft timeline on the worksheet provided.





Thank you for your participation

