

PROJECT TIMELINE

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|  | Major Activities and Milestones | Deliverables | Start Date | Expected End Date |
| 1. Initiate | 1.1 Develop Charter1.1 Submit Charter for approval1.1 Milestone: Charter Signed/Approved | Project Charter for Evaluation |  Aug 5 | Aug 16 |
| 2. Plan | 2.1 Determine evaluation team2.2 Project team Kickoff meeting2.3 Develop work plan for evaluation2.4 Submit work plan for approval2.5 Milestone: Evaluation design approved | Evaluation team listEvaluation team roles and responsibilities listWork plan |  Aug 20 |  Aug 30 |
| 3. Execute | 3.1 Establish regular team and sub-team meetings3.2 Identify questions and outcomes measure data3.3 Determine process and roles for data collection3.5 Milestone: Data collected 3.6 Milestone: Data analyzed | Sources of data and formulasTargetsOutcomes report |  Sept 3 |  Feb 1 (First 6 months) |
| 4. Monitor& Control | 4.1 Update evaluation work plan as needed4.2 Quarterly status reports developed4.3 Milestone: Quarterly status reports submitted to project manager4.4 Milestone: Semi-annual review with team | Quarterly status reportsSemi-annual evaluation report |  Aug 20 | Mar 1 |
| 5. Close | 5.1 Closeout meeting scheduled5.2 Closeout meeting completed5.3 Lessons learned and deliverables documented5.4 Milestone: Final report submitted | Final report | Aug 1 Year 2 | Nov 1 Year 2 |