

PROJECT TIMELINE

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|  | Major Activities and Milestones | Deliverables | Start Date | Expected End Date |
| 1. Initiate | 1.1 Develop Charter  1.1 Submit Charter for approval  1.1 Milestone: Charter Signed/Approved | Project Charter for Evaluation | Aug 5 | Aug 16 |
| 2. Plan | 2.1 Determine evaluation team  2.2 Project team Kickoff meeting  2.3 Develop work plan for evaluation  2.4 Submit work plan for approval  2.5 Milestone: Evaluation design approved | Evaluation team list  Evaluation team roles and responsibilities list  Work plan | Aug 20 | Aug 30 |
| 3. Execute | 3.1 Establish regular team and sub-team meetings  3.2 Identify questions and outcomes measure data  3.3 Determine process and roles for data collection  3.5 Milestone: Data collected  3.6 Milestone: Data analyzed | Sources of data and formulas  Targets  Outcomes report | Sept 3 | Feb 1  (First 6 months) |
| 4. Monitor & Control | 4.1 Update evaluation work plan as needed  4.2 Quarterly status reports developed  4.3 Milestone: Quarterly status reports submitted to project manager  4.4 Milestone: Semi-annual review with team | Quarterly status reports  Semi-annual evaluation report | Aug 20 | Mar 1 |
| 5. Close | 5.1 Closeout meeting scheduled  5.2 Closeout meeting completed  5.3 Lessons learned and deliverables documented  5.4 Milestone: Final report submitted | Final report | Aug 1 Year 2 | Nov 1 Year 2 |