

**EXAMPLE PROJECT TIMELINE CHART**

Title of Project: *XYZ Tribal COIPP Project*

Timeframe: Year 1: February 15, 2021 – February 14, 2022

<b>Key Project Activities</b>	Feb 21	Mar 21	Apr 21	May 21	Jun 21	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	Jan 22	Feb 22	<b>Responsible Project Staff</b>
<b>National Meeting</b> <ul style="list-style-type: none"> <li>Participate in COIPP project meeting</li> </ul>		X	X											Project Director; Project Coordinator
<b>Staffing</b> <ul style="list-style-type: none"> <li>Recruit</li> <li>Hire</li> <li>Train</li> </ul>	X	X	X	X	X									Project Director
<b>Develop Collaborative Relationships</b> <ul style="list-style-type: none"> <li>MOAs/MOUs</li> <li>Letters of Support</li> </ul>					X	X								Project Director; Project Coordinator
<b>Community &amp; Organizational Needs Assessment</b> <ul style="list-style-type: none"> <li>Planning</li> <li>Create Advisory Board</li> </ul>						X	X	X	X	X	X			Project Coordinator; Evaluator
<b>Trainings</b> <ul style="list-style-type: none"> <li>Participate in trainings</li> </ul>							X		X		X		X	Project Coordinator; Advisory Board
<b>Local Data Collection Plan Development</b> <ul style="list-style-type: none"> <li>Develop Local Data Collection Plan</li> <li>Collect Data</li> <li>Complete &amp; Submit Progress Reports</li> </ul>					X	X	X	X			X	X	X	Evaluator; Project Coordinator