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Sample Timeline Template

Project Goals and Target Outcomes (What are you hoping to accomplish?):

Target Project End-Date:

Timeline for accomplishing the goals by the target end-date:

|  |  |  |
| --- | --- | --- |
| Milestones | Dates/Weeks | Breakdown of Tasks |
| Milestone: Clearly defined measure of accomplishment of a task or sub task | How long do you think it will take to reach this project milestone? What dates or weeks will you focus on this segment of your project?  | * Outline the steps you will need to take in the process
* At the end of each step, include the amount of time you anticipate needing for each step
 |
| Milestone 1 | 3 weeks – (date – date) | * Step 1 (dates)
* Step 2 (dates)
* Step 3 (dates)
* Step 4 (dates)
 |
| Milestone 2 |  |  |
| Milestone 3 |  |  |
| Milestone 4 |  |  |
|  |  |  |
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|  |  |  |
| --- | --- | --- |
| Goal/Milestone | Breakdown of Tasks (step-by step overview of what you need to do to accomplish each goal) | Date Each Step Should be Completed |
| Goal/Milestone | * Task 1
* Task 2
* Task 3
* Task 4
 | * Week 1
* Week 1 & 2
* Week 2-4
* Week 4
 |
| Goal/Milestone | * Task 1
* Task 2
* Task 3
 | * Week 3
* Week 3-5
* Week 4-6
 |
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|  |  |  |
| --- | --- | --- |
| Week/Dates | Activities | Goals/Milestones |
| Week 1 | * Activity 1
* Activity 2
* Activity 3
* Activity 4
 | Goal  |
| Week 2 | * Activity 1
* Activity 2
* Activity 3
* Activity 4
 | Goal Goal  |
| Week 3 | * Activity 1
* Activity 2
 | Goal Goal  |
| Week 4 | * Activity 1
* Activity 2
 | Goal Goal  |
|  |  |  |
|  |  |  |
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