Office of Juvenile Justice & Delinquency Prevention
Tribal Youth Resource Center

FY2018 Cohort Strategic Planning Meeting

Developing Activities, Timelines & Linking Program Resources

Presented By:
Alan Rabideau, Family/Youth Engagement Specialist
National Native Children’s Trauma Center

Anna Clough, Assistant Director
Tribal Youth Resource Center
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.
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.
• Utilizes calendar Format
• Identifies activities/tasks
• Could include key community dates/activities.
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

A Timeline with Overlapping Events in Excel

TIMELINE GRAPHS – 6 YEARS/MONTHS
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
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.
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
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.
Questions?
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