TEMPLATE | TIMELINE



Note: This timeline template can be used to plan activities from the organizational perspective (administration, program A, program B, etc.) or from a program perspective (annual plan for program A: outreach, report, trainings, etc.). Likewise, it can also be used in planning one certain activity in a program, as shown in the first row of the template. You can utilize this tool according to your own needs.

Action	Target	Expected Result	First Month	Second Month	Third Month	Fourth Month	Fifth Month	Sixth Month
Action 1: E.g., writing a report	Research target (e.g., teenage drug users)	Launch the report at the end of June	Design questionnaire, focus group format, and location.	Questionnaire— 100 copies; finish 5 focus group interviews.	Organize data from the questionnaire and transcript of focus groups	Draft the report	Finalize the report	Launch the report
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Action 2								
Responsible person(s)								
Action 3								
Responsible person(s)								