

Project Timeline Document Format

For Funding Request

Project Title:

Project Overview:

Briefly describe the goals, objectives, and scope of the project.

Timeline Summary:

Phase/Task	Description	Start Date	End Date	Responsible Person/Team
Phase 1: Planning	Initial research, requirement analysis, and project plan development.	01/07/2024	15/07/2024	Project Manager
Phase 2: Implementation	Execution of activities, resource allocation, and progress tracking.	16/07/2024	15/09/2024	Development Team
Phase 3: Review & Evaluation	Assess project outcomes, gather feedback, and generate final report.	16/09/2024	30/09/2024	Evaluation Committee

Milestones:

- Project plan approval – 10/07/2024
- Mid-project review – 20/08/2024
- Project completion – 30/09/2024

Dependencies & Risk Factors:

List dependencies and potential risks which may impact the timeline (e.g., resource availability, regulatory approvals).

Contact Information:

Project Lead: _____
Email: _____

Important Notes:

- Ensure alignment of timeline with proposed project deliverables for the funding agency.
- Be realistic and specific in defining tasks, deadlines, and responsibilities.
- Highlight any critical dependencies or risks that could affect the timeline.
- Keep the format clear and concise to support the funding evaluation process.
- Update the timeline as project details or requirements change.