

# 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.