# SAMPLE TIMELINE

Portray a project timeline of key project activities or events, including tasks, milestones, outputs, or deliverables using a Gantt chart.

| Key Project Activities/Events (Tasks/Milestones/Outputs/Deliverables) | Activity by Weeks/Months from the start of the project | | | | | | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Week/Month | | | | Week/Month | | | | Week/Month | | | | Week/Month | | | | Week/Month | | | | Week/Month | | | |
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| e.g., Hold stakeholder meetings | ▓ | ▓ | ▓ | ▓ | ▓ | | | | | | | | | | | | | | | | | | | |
| e.g., Assess community capacity for 'X' by completing and analysing survey 'Y' | | | | ▓ | ▓ | ▓ | ▓ | ▓ | ▓ | ▓ | | | | | | | | | | | | | | |
| e.g., Develop and validate models on 'Z' | | | | | | | | | | | ▓ | ▓ | ▓ | ▓ | ▓ | ▓ | | | | | | | | |
| e.g., Collate final data and assemble report | | | | | | | | | | | ▓ | ▓ | ▓ | ▓ | ▓ | ▓ | ▓ | ▓ | ▓ | ▓ | ▓ | ▓ | ▓ | ▓ |

*INSTRUCTIONS: As applicable to the particulars of your project, portray a project timeline indicating key project activities or events (e.g., tasks, milestones, outputs, or deliverables) using a Gantt chart. These activities or events should serve as unambiguous indicators and measures of progress.*

*A project should have a sufficient number of key activities or events to ensure that a timeline is adequately portrayed and overall progress can be reasonably tracked over distinct time periods. Project teams have latitude to determine what is appropriate to be included in the timeline relative to the details and nature of their proposed project. Some guidance is that activities and events selected for inclusion should be concrete and considered key to successful progress and completion of the project. The goal is to track and portray progress, so a balance should be sought in selecting activities or events that are not too broad or span time periods that are too extensive, yet there should not be so many activities or events that they become trivial or burdensome to manage.*

*Date ranges of activities should be represented by arrows, shaded boxes, or other indicators. Timing elements may be by weeks, months, years, or a combination thereof.*

*The timeline should allow project directors to track their progress and help Gulf Research Program staff monitor whether a project is on schedule.*

Gantt charts should be limited to one-page (8.5" x 11") and uploaded/saved as a PDF.