Sample Project Schedule/Timeline

This form, **at minimum**, must include the key Components of your project and the tasks of the project. These activities should also be addressed in the budget, that is, all elements included in the budget as grant or match; this includes the paid activities and volunteer or staff estimates.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Task/Activity**  **What will be done** | **Who will do it** | **Start Date** | **Completion Date** | **How will completion be measured** |
| **Component 1 – Sample Inventory – Conduct a sample tree inventory of street trees in the downtown area** | | | | |
| RFP/Contract to conduct inventory | Urban Forester/ Consultant | Sept 2021 | Sept 2021 | RFP/Signed contract/Time Sheet |
| Prepare parcel level and ROW layers; Add layers to inventory program | GIS Analyst/Consultant | Oct 2021 | Oct 2021 | GIS layers completed & added to inventory collection program/Time Sheet |
| Prepare maps for sample inventory area | Urban Forester | Oct 2021 | Oct 2021 | Completed maps/Time Sheet |
| Data collection | Consultant/Urban Forestry Technician | Oct 2021 | Nov 2021 | Data//Time Sheet |
| Data collection monitoring, QA/QC | Urban Forester | Oct 2021 | Nov 2021 | Data/Time Sheet |
| **Submit first Interim Status Report** | Project Coordinator | Nov 2021 | November 30, 2021 | NCFS U&CF Interim Status Report form |
| Review & approve Inventory Analysis Report | Consultant/Urban Forester/Tree Board | Dec 2021 | Dec 2021 | Final Inventory Analysis Report/Time Sheets |
| **Component 2 – Education & Outreach – Develop brochure to inform residents of Town’s responsibility to maintain trees** | | | | |
| Develop text and content for brochure | Urban Forester | Jan 2022 | Jan 2022 | Draft text & content/Time Sheet |
| Graphic design and layout for brochure | Graphics Coordinator | Feb 2022 | Feb 2022 | Draft brochure/Time Sheet |
| Review and comment on brochure | Tree Board | Mar 2022 | Mar 2022 | Volunteer Sign-in Sheet |
| **Submit second Interim Status Report** | Project Coordinator | Mar 2022 | March 31, 2022 | NCFS U&CF Interim Status Report form |
| Print brochure | Urban Forester | April 2022 | April 2022 | Printed brochure/Time Sheet |
| Distribute brochure at Arbor Day event | Tree Board | April 2022 | April 2022 | Photos of Arbor Day event/# Brochures distributed/Volunteer Time Sheet |
| **Submit Final Accomplishment Report and final Reimbursement Request** | Project Coordinator | July 2022 | July 31, 2022 | Final Accomplishment Report form; Accomplishment Narrative; additional required documentation; Request for Reimbursement form with required documentation. |

**Schedule/Timeline**

This form, **at minimum**, must include the key or milestone activities of the project. These activities should also be addressed in the budget, that is, all elements included in the budget as grant or match; this includes the paid activities and volunteer or staff estimates.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Task**  **What will be done** | **Who will do it** | **Start Date** | **Completion Date** | **How will completion be measured** |
| **Component 1 –** | | | | |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Submit first Interim Status Report** | Project Coordinator | Nov 2021 | November 30, 2021 | NCFS U&CF Interim Status Report form |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Component 2 –** | | | | |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Submit second Interim Status Report** | Project Coordinator | Mar 2022 | March 31, 2022 | NCFS U&CF Interim Status Report form |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Submit Final Accomplishment Report and final Reimbursement Request** | Project Coordinator | July 2022 | July 31, 2022 | Final Accomplishment Report form; Accomplishment Narrative; additional required documentation; Request for Reimbursement form with invoices. |