Tips on Creating a Project Timeline

Creating a project timeline: what things should I include?

- ✓ Start portfolio!

- ✓ Schoolyard report card (identifying site problems, conditions)

- ✓ Choosing project(s)

- ✓ First draft: project design / map (include plants)

- ✓ Meeting with administration & maintenance

- ✓ Contact partners

- ✓ Final draft: project design/map
  - Contact nursery for spacing advice, availability
  - Include habitat elements
  - Include "human" elements: benches, paths, signage
  - Include future phases

- ✓ Maintenance plan (immediate, seasonal, future)

- ✓ Design a budget and submit grant application

- ✓ Portfolio: keep up with it!

- ✓ Set site preparation & planting dates

- ✓ Place plant & supply orders (once you know approved budget & dates)

- ✓ After-school meeting to share project plans with staff, community, partner & ask for volunteers

- ✓ Celebration planned (Planting Day Celebration / dedication ceremony)

- ✓ Contact media: Write a press release, contact reporters

- ✓ Preparation Day

- ✓ Planting Day & Celebration!

- ✓ Portfolio: complete & submit