



# 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