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