Program Timeline Template

*This timeline template is for you to customise with your program’s activities. We’ve included example tasks to guide you, but your timeline will vary based on your specific goals and schedule.*

| **Activity** | **J** | **F** | **M** | **A** | **M** | **J** | **J** | **A** | **S** | **O** | **N** | **D** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Meet with program team |   |   | x | x | x |   |   |   |   |   |   |   |
| Develop the Project plan |   |   |   | x |   |   |   |   |   |   |   |   |
| Data collection - waste audit and observational surveys | x | x | x | x | x | x | x | x | x | x | x |   |
| Administer staff surveys |   |   |   | x |   |  |   |   |   |  | x  |   |
| Sign-up and work with identified cafes |   |   |   | x | x | x | x | x | x | x | x |   |
| Develop project initiatives |   |   | x | x |  |  |   |   |   |   |   |   |
| Develop program internal communications |  |  | x | x |  |  |  |  |  |  |  |  |
| Deliver initiatives and communications |   |   |   | x | x | x | x | x | x | x | x |   |
| On-ground project delivery |   |   |   | x | x  | x | x | x | x | x | x |   |
| Develop external project promotion |  |  |  |  |  |  |  |  |  | x | x |  |
| Deliver external project promotion |  |  |  |  |  |  |  |  |  |  |  | x |