

### Professional Education and Training Grant Timeline Sample\*

TIMELINE: Training to Enhance End-of-Life Care Communication

ACTIVITY/TASK	Month											
	1	2	3	4	5	6	7	8	9	10	11	12
Engage trainer	x	x										
Complete draft curriculum	x	x										
Pilot test curriculum		x	x									
Revise curriculum			x									
Schedule trainings at participating sites			x	x	x	x	x	x	x			
Hold trainings					x	x	x	x	x	x	x	
Gather pre-test and post-test data					x	x	x	x	x	x	x	
Enter pre-test and post-test data					x	x	x	x	x	x	x	
Debriefing interviews with Site Coordinators										x	x	
Analyze data									x	x	x	x
Write up findings										x	x	x
Finalize reports and disseminate												x

\*Note: This sample is for illustrative purposes only and can be changed as needed.  
 Feel free to use this, or any other format that is appropriate for your project.