STANDARD OCB Grant: Timeline Sample*

Organization Name: Connections for Aging with Independence
Project Title: *Organizational Capacity Building: Program Evaluation Enhancements*

Month

Activity	1	2	3	4	5	6	7	8	9	10	11	12
Phase 1:												
Finalize consulting agreements	x											
Conduct stakeholder interviews	x	x	x									
Hold first Board Retreat			x									
Construct evaluation framework and program goals				x								
Additional tasks as needed												
Phase 2:												
IT assessment for evaluation technology				x	x							
Review findings and recommendations						x						
Explore software options & purchase tech upgrade							x					
Customize tech tools to reflect evaluation goals								x				
Initial testing of new evaluation tools								x	x			
Additional tasks as needed												
Phase 3:												
Staff Training										x	x	
Hold second Board Retreat											x	
Analyze and discuss first round of evaluation data												x
Make adjustments												x
Continue implementation												x
Additional tasks as needed												

* This format is for illustrative purposes only. Use whatever format best reflects the timeline and activities of your project.