

Instructions

Plug in your activities/sub-tasks into the first column, then consider who will complete that task, when it needs to be completed and then identify the full span on time needed to meet the deadline. This can help you see all of the tasks you need to accomplish and can help you plan and stagger tasks to ensure you will be successful.

Look at the full scope of what you are planning and use the timeline to make sure you aren't overcommitting your team at any point!

The activities can be categorized by type, such as Community Needs Assessment, Program Adaptation, Youth Recruitment, etc. Some examples have been added below in italics.

To edit this document, click [here](#).

Adaptation Citation

Trevino, N., & Gaston, A. 2020. Healthy Native Youth: [Virtual Adaptation Guide](#). Portland, OR: Northwest Portland Area Indian Health Board.

Implementation Timeline

Activities	Person Responsible	Deadline	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Sun Safety Assessment			X								
Identifying Stakeholders			X								
Community Needs Assessment (CNA) - Design survey			X								
Disseminate CNA survey				X	X						
Analyze CNA Results & Identify key themes					X	X					
Draft Sun Safety Policy						X					
Draft Tribal Resolution for Sun Safety						X					

Implementation Timeline

Activities	Person Responsible	Deadline	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Obtain Policy & Resolution Approval						X					
Program Adaption based on CNA findings						X					
Draft Evaluation Plan						X					
Staff/ Tribe Program Training							X				
Program Implementation								X	X	X	
Evaluation Efforts											X
Sustainability/ Partnership Efforts											X

*Adapted from Healthy Native Youth: Virtual Adaptation Guide

