

TimeLine Example

Target Date	Activity/ Milestone	Responsible Party	Resources
6/10/04	Renew contracts with existing providers	Program Director	Budgeted grant funds for subcontracts
6/20/04	Post available position for new contractors/ contact know possible contractors	Program Director	Budgeted funds
6/30/04	Clinic cleaned and organized for operation	School custodial staff Dental team	In-Kind contribution Donated service
7/1/04	Educational packets designed and organized	Dental Hygienist	Donated services
7/05/04	Supplies inventoried and ordered	Dental Team	Donated services
7/15/04	Supplies & instruments purchased	Dental Team	Budgeted funds
7/15/04	Head Start service agreements signed	Program Director	
8/1/04	Hire new contractors	Program Director	Budgeted grant funds
8/5/04	Educational packet complete and reproduced for use	Office staff Hygienist	School/Clinic resources Grant funds
8/5/04	Nutritional tools and packets complete and reproduced for use	Office staff Dietitian	School/Clinic resources Grant funds

8/5/04	Evaluation process organized and set-up, databases in place	Team	Clinic funds Grant budgeted funds
8/10/04	Start providing dental services	Dental Team	In-Kind school Fee-for-service Grant budgeted funds
8/10/04-5/30/05	Ongoing operation of complete dental program	Dental Team	In-Kind Provider donated services Fee-for-service - Title V, Medicaid & insurance Grant budgeted funds
6/1/05-8/1/05	First year evaluation report compiled. Assessments made with recommendations of modifications for year two.	Scholar Program Directors	In-Kind service
6/1/05-8/10/05	General cleaning, ordering, re-setting up for upcoming year.	Dental Team School staff	School In-kind Clinic funds Budgeted grant funds
8/10/5-5/30/06	Dental Clinic in full operation	Dental Team	SBHC funds In-Kind funds Grant budgeted funds Fee-for-Service
6/1/06 - 6/30/06	Year two evaluation completed Grant program evaluation	Team	In-Kind