

Step 2: Create

Initiative Implementation Timeline

How to use this template	
Why would you use this template?	Use this template to integrate your initiatives together over time, noting key activities, milestones, and interdependencies with other initiatives and other departments/functions
When would you use this template?	When you are developing an integrated picture of initiatives' timelines and interdependencies

KA	Key Activity
M	Milestones

Initiative	Objective	Key Activities and Outcomes	Lead/Team	Q1		Q2		Q3			Q4			FY ____				Interdependencies
				J	F	M	A	M	J	J	A	S	O	N	D	Q1	Q2	
1) List each initiative from Step 1 planning here																		
<i>1.1 Describe a specific objective of the initiative</i>		<i>List from action plan</i>														<i>List from action plan</i>		
		List key activities sequentially here Mark deadlines, deliverables, and decisions with milestones																
1.2 EXAMPLE: Prepare supports for each high priority site		Sally O / Hillary J																
		Identify the supports that will be required by each site	Sally O	KA	KA													
		Define the specific capabilities needed by each team	Hillary J		KA													
		Select teams	Sally O/ Hillary J		KA													
		Support teams are established			M	KA												
		Clearly define support process for each category of site	Sally O		KA	KA	KA											
		Prepare any tools, frameworks, etc. to be used in planning/support	Hillary J		KA	KA	KA											
		Refine and improve the support/planning process based on experience	Hillary J			KA	KA	KA	KA	KA	KA	KA	KA	KA	KA	KA		
1.3																		