

Project Timeline Form Instructions and Examples 2019-2020



The purpose of the Project Timeline Form is to bring together the main elements needed for planning the project and measuring its success.

When filling in the form, please make sure to provide short and concise descriptions, and use lists.

Content for each Column

The following provides definitions and instructions on the type of content needed in each column of the Form. See the bottom of this document for [examples of content](#).

1. Project activity and related tasks

Provide a brief description of each project activity and the related tasks. Use one line per project activity.

2. Required human resources

List the people undertaking the activity. Provide the name and title of each person and specify if she/he is carrying out this work as a salaried employee, a consultant or a volunteer.

3. Activity timeline and duration

Provide the planned start and end date for the time period during which each activity will take place. Use the following format: yyyy/mm/dd – yyyy/mm/dd. Add the duration of the related work in hours or days.

4. Outputs

Provide a brief description of the direct product or services produced and delivered to a target group or population, such as an exhibition, the preservation, digitization/conversion and access to a collection, a workshop or seminar, etc.

5. Expected results

Describe the anticipated change(s) resulting from the outputs. These results can describe a change in awareness, knowledge, skills or access of a target population (short-term), and/or a change in a target population's behaviour (medium-term).





6. Performance indicators and evaluation

List the performance indicators for the Outputs and/or Expected Results that you will be measuring to assess the activity's success. Briefly describe the method you will be using to gather the information on the indicator(s) you have identified. Specify the following three items:

- **target** (qualitative or quantitative, depending on the indicator),
- **calculation method** (how you determine the value), and
- **measurement strategy** (include the source of information, the frequency for the collection of information).

Note: Consider the effort required to report on the indicators and keep them at a reasonable number (recommended number: 1-2 per activity).

7. Risks

Identify at least one risk you associate with the planned activity.

8. Risk mitigation measures

Provide a short description of proposed measures that will be adopted to prevent or mitigate the identified risk(s).

See the bottom of this document for [examples of content](#) for each column.



Examples of content

1. Project activity and related task	2. Required human resources (names, titles and status)	3. Activity timeline (yyyy/mm/dd – yyyy/mm/dd) and duration (hours or days)	4. Outputs	5. Expected results	6. Performance indicators and evaluation (target, calculation method, measurement strategy)	7. Risks	8. Risk mitigation measures
A) Digitization of X number of photographs: <ul style="list-style-type: none"> - Scan photos and adjust formats. -Draft descriptions, research as needed. -Add captions and metadata. -Develop finding aid -Draft collections description. -The volunteer will be trained and supervised by the archival consultant. 	John Johnson, Archivist, Consultant Chris Christopher, Archival Assistant, Volunteer	2019/04/29 - 2019/06/28 -John: X number of hours -Chris: X days/week	<ul style="list-style-type: none"> -X number of photos scanned, with descriptions and metadata. -Finding aid created. -Description of the collection drafted. -Trained volunteer, with experience in digitization. 	<ul style="list-style-type: none"> -Improved long-term preservation of the collection. -Improved capacity in digitization. 	<p>Indicator 1: Number of pictures of the collection are properly scanned, with metadata, and electronic copies are held in a backup storage by the end of June.</p> <p>Target: All/X number of pictures saved to back-up storage.</p> <p>Calculation: Number of pictures saved to back-up storage.</p> <p>Measurement strategy: track the progress of the scanning and saving of files to our servers weekly and produce a report of the results, at the end of the activity.</p>	<ul style="list-style-type: none"> -Delays in the scanning process for technical or personal reasons. -Reduced availability of volunteer during summer vacation. -Damages to originals. 	<ul style="list-style-type: none"> -Plan for back-up person and extra volunteer to do the scanning. -Keep a contact list for IT support. -Adjust work plan if needed to ensure best possible results. -Return originals into storing envelopes/boxes right away; identify the ones likely to need restoration on an ongoing basis.
B) Upload the collection to websites and promotion: <ul style="list-style-type: none"> -Upload scans to organization's website -Upload collection to provincial archive database. -Select a number of scans for upload to social media 	Mary Maryville, Manager, Salaried	2019/07/01 - 2019/08/30 X number of hours	<ul style="list-style-type: none"> -X number of scans available on organization's website. -Collection searchable in provincial database. -Advertisement of select pictures on social media. 	<ul style="list-style-type: none"> -Increased awareness of the collection. -Increased access and use of the collection by Canadians. 	<p>Indicator 1: Number of likes and shares from our website and social media posts from July to end of September.</p> <p>Target: X number of people reached.</p> <p>Calculation method: Total number reached = shares + likes for all publications on social media platforms (specify which ones)</p>	<ul style="list-style-type: none"> -Delays in the uploading process for technical (in-house or external) or personal reasons. 	<ul style="list-style-type: none"> -Plan for back-up person for the upload - keep a contact list for IT support - adjust work plan if needed to ensure best possible results.



1. Project activity and related task	2. Required human resources (names, titles and status)	3. Activity timeline (yyyy/mm/dd – yyyy/mm/dd) and duration (hours or days)	4. Outputs	5. Expected results	6. Performance indicators and evaluation (target, calculation method, measurement strategy)	7. Risks	8. Risk mitigation measures
site(s) and draft texts.					<p>Measurement strategy: Use of web analytics tool to collect data for each post published and input information into monthly spreadsheet.</p> <p>Indicator 2: Number of online and in-person visits in, starting in July.</p> <p>Target: X number of visits.</p> <p>Calculation: Total number of visits on the website + total number of in-person visits.</p> <p>Measurement strategy: Use of web analytics tool to collect data on website visits and input information into monthly spreadsheet. Collect information on in-person visits via sign-in at the registration desk and input information into monthly spreadsheet.</p>		

SAMPLE