



Timelining

Create a timeline, similar to the example below, for your project. Write team members' names in the left column and give everyone tasks and responsibilities that fit their skills from the **Skills Matrix**. It can be helpful to work backwards by starting with your deadline and plugging in the necessary steps in reverse order.

Who will do it?	What's the goal?	Three months before	Two months before	One month before	One week before	Big Day!
Kemonie	Make 30 copies before event	Create a draft	Send draft to Rose	Revise and print	Make copies	Distribute copies
Gabe	Raise \$250	Choose fundraiser	Start fundraiser		End fundraiser	
Josie	Plan snacks	Choose snacks		Get budget for snacks	Buy snacks	Serve snacks

Use the space below to create your own timeline!

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