



# Program Planning Timeline

**Directions:** With your program planning team, determine what tasks need to be completed throughout the school year to ensure continuous education through 21st CCLC activities. Think about who will help complete each task and the start/end dates.

**Example:**

Tasks	Responsibility	Due Date											
		Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
Determine program team members who will help with planning.	Program Director		9/1										
Complete needs assessment and write SMART goals.	Program Team	8/21											
Reach out to school-day staff and administrators.	Project Director, Principal		9/15										
Develop communication tools.	Project Director, Site Coordinators		9/15										
Hold program planning team meetings.			9/15		11/15		1/15		3/15		5/15		7/15





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