

# Grant Project Timeline and Milestones Template

Use this template to plan, track, and print your grant project's key milestones, phases, and reporting deadlines.

## 1. Project Information

<b>Project Title:</b>	<input type="text"/>
<b>Grant Funding Agency:</b>	<input type="text"/>
<b>Grant Award Number:</b>	<input type="text"/>
<b>Principal Investigator / Project Director:</b>	<input type="text"/>
<b>Project Start Date:</b>	<input type="text" value="MM/DD/YYYY"/>
<b>Project End Date:</b>	<input type="text" value="MM/DD/YYYY"/>

## 2. Project Phases & Task Timeline

Break down the project into major phases. Enter key tasks, estimated start/end dates, and the assigned lead.

Phase / Task Description	Estimated Start Date	Estimated End Date	Assigned Lead	Status / Notes
<b>Phase 1:</b> <input type="text" value="e.g., Project Initiation"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Task 1.1: <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Task 1.2: <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Phase 2:</b> <input type="text" value="e.g., Implementation"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Task 2.1: <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Task 2.2: <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Phase 3:</b> <input type="text" value="e.g., Evaluation &amp; Reporting"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Task 3.1: <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Task 3.2: <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## 3. Key Grant Milestones & Deliverables

Identify critical milestone markers (e.g., hiring staff, mid-project evaluation, final data collection).

Milestone / Deliverable	Target Date	Verification Method (How to measure success)	Actual Completion Date
<input type="text" value="Milestone 1"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="Milestone 2"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Milestone / Deliverable	Target Date	Verification Method (How to measure success)	Actual Completion Date
Milestone 3			
Milestone 4			
Milestone 5			

#### 4. Grant Reporting Schedule

Track mandatory report submission deadlines required by the funder.

Report Type	Reporting Period Covered	Due Date	Submitted Date
Initial Progress Report			
Mid-Term Progress Report			
Interim Financial Report			
Final Programmatic Report			
Final Financial Report			

#### 5. Notes & Contingency Plans

Document any potential timeline risks, dependency paths, or adjustments made during the project life cycle.

Note / Risk / Adjustment 1

Note / Risk / Adjustment 2

Note / Risk / Adjustment 3