**Group Name:**

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| 1. **Timeline**   You can use a time range, or specific dates here. | 1. **Activity (What & How)**   These are the specific tasks you will need to complete to coordinate and deliver your program. Please describe these activities in detail, including project planning, outreach, etc. | 1. **Roles**   List who will be responsible for each activity. E.g., staff, volunteers, facilitators, project partners, etc. |
| **Example:**  January - February 2023 | **Example:**  Project planning:   1. Contact partners, our mentor, workshop facilitators, and youth group members to plan out the project 2. Book space and hold 3 planning meetings at local TCHC meeting room 3. Develop schedule for 6 workshops and final event 4. Book program spaces 5. Draft a flyer and Instagram visuals 6. Design a volunteer call out 7. Create workshop survey / poll questions | **Example:**  Youth group members, workshop facilitators, partners, mentor |
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