# Training Cadre Activities Time Line

**Instructions**: Use this form as a starting point for your development efforts. Customize this form, adding relevant information as appropriate or removing information that does not apply to your situation.

Milestones may occur immediately after your cadre has been formed, during the first year, or well beyond the first year. All activities should have start and end dates. A person responsible should be assigned for accountability. The status of the task should be well documented.

This data can be presented in a variety of formats, from simple spreadsheets, extensive Gantt charts in Excel, or automated reports in project management software.

## 1 – 3 Months

Task: [INSERT TASK TITLE]

Task Description: [INSERT TASK DESCRIPTION]

Start Date: [INSERT START DATE]

End Date: [INSERT END DATE]

Person Responsible: [INSERT PERSON RESPONSIBLE]

Status: [INSERT STATUS]

Task: [INSERT TASK TITLE]

Task Description: [INSERT TASK DESCRIPTION]

Start Date: [INSERT START DATE]

End Date: [INSERT END DATE]

Person Responsible: [INSERT PERSON RESPONSIBLE]

Status: [INSERT STATUS]

## 4 – 6 Months

Task: [INSERT TASK TITLE]

Task Description: [INSERT TASK DESCRIPTION]

Start Date: [INSERT START DATE]

End Date: [INSERT END DATE]

Person Responsible: [INSERT PERSON RESPONSIBLE]

Status: [INSERT STATUS]

Task: [INSERT TASK TITLE]

Task Description: [INSERT TASK DESCRIPTION]

Start Date: [INSERT START DATE]

End Date: [INSERT END DATE]

Person Responsible: [INSERT PERSON RESPONSIBLE]

Status: [INSERT STATUS]

## 7 – 9 Months

Task: [INSERT TASK TITLE]

Task Description: [INSERT TASK DESCRIPTION]

Start Date: [INSERT START DATE]

End Date: [INSERT END DATE]

Person Responsible: [INSERT PERSON RESPONSIBLE]

Status: [INSERT STATUS]

Task: [INSERT TASK TITLE]

Task Description: [INSERT TASK DESCRIPTION]

Start Date: [INSERT START DATE]

End Date: [INSERT END DATE]

Person Responsible: [INSERT PERSON RESPONSIBLE]

Status: [INSERT STATUS]

## 10 – 12 Months

Task: [INSERT TASK TITLE]

Task Description: [INSERT TASK DESCRIPTION]

Start Date: [INSERT START DATE]

End Date: [INSERT END DATE]

Person Responsible: [INSERT PERSON RESPONSIBLE]

Status: [INSERT STATUS]

Task: [INSERT TASK TITLE]

Task Description: [INSERT TASK DESCRIPTION]

Start Date: [INSERT START DATE]

End Date: [INSERT END DATE]

Person Responsible: [INSERT PERSON RESPONSIBLE]

Status: [INSERT STATUS]

## Beyond the First Year

Task: [INSERT TASK TITLE]

Task Description: [INSERT TASK DESCRIPTION]

Start Date: [INSERT START DATE]

End Date: [INSERT END DATE]

Person Responsible: [INSERT PERSON RESPONSIBLE]

Status: [INSERT STATUS]

Task: [INSERT TASK TITLE]

Task Description: [INSERT TASK DESCRIPTION]

Start Date: [INSERT START DATE]

End Date: [INSERT END DATE]

Person Responsible: [INSERT PERSON RESPONSIBLE]

Status: [INSERT STATUS]