



## PROJECT SCHEDULE

Project Phase	Month					
	1 & 2	3 & 4	5 & 6	7 & 8	9 & 10	11 & 12
<b>I. Request for Application, Review, and Selection:</b> Conduct a comprehensive process to select the “right” partner(s) for the project.	X					
<b>II. Partnership Agreement:</b> Signing an agreement – contractual or non-contractual – helps ensure commitment to the project and clarifies the objectives, process, and resources required from the SHIP and HAP (or other partner).	X					
<b>III. Needs Assessment:</b> Brings together all stakeholders to identify the strengths, weaknesses, opportunities and threats of the SHIP program (SWOT analysis).	X					
<b>IV. Outcomes Planning:</b> Identify objectives, implementation strategies, and proposed activities. Develop a project work plan that assigns responsibility and timeframes.	X					
<b>V. Implementation of Project Activities:</b> Together, the SHIP and HAP (or other partner) implement activities and develop tools.		X	X	X	X	X
<b>VI. Monitoring and Evaluation:</b> Provide ongoing opportunities to share feedback and assess progress; use feedback to make any necessary changes.		X	X	X	X	X
<b>VII. Project Close-out:</b> Wrap-up activities and develop a plan to sustain project outcomes and, if necessary, further integrate and adopt deliverables into the program.						X