

## SAMPLE YPAR TIMELINE TEMPLATE

SUMMER		Task	Content
<b>SS1 Task</b>	Getting Ready  <i>(Contacting PHI CWN Staff as needed for assistance)</i>	Training Orientation Study YPAR Binder Coordinate a supportive site / relationship building → Administration Supporters → Other Teachers/Adult Supporters → Larger Community Supporters Project Planning	
<i>Sample SS1 Task  7/22/2017</i>	<i>Meeting with School Principal and Superintendent to Discuss Details of the program</i>	<i>Provide an overview of the project goals, theory, process, and past successes. Identify concerns, possible allies, recommendations from administration that would support this project.</i>	

## SAMPLE YPAR TIMELINE TEMPLATE

August / September		Task	Content
	<b>SS1 Task</b>	<b>Getting Ready</b>  <i>(Contacting PHI CWN Staff as needed for assistance)</i>	Continue Relationship Building Continue Project Planning → Logistics: Where   when   who → Recruitment Plan
	<b>SS2 Task</b>	<b>Orientation and Team Building</b>  <i>(Contacting PHI CWN Staff as needed for assistance)</i>	Layout Project Goals & Plan Collect Parent Permission slips Set Group Agreements Determine a Group Name Ice Breakers & Team building Discuss Foundational Nutrition Ed
	<b>Due</b>	<b>** At LEAST ONE Technical Assistance Check in Call**</b> Youth Roster update	
	<i>Sample SS1 Task</i>  <i>8/15/2017</i>	<i>Meeting with Afterschool Coordinator to design a Recruitment plan</i>	<i>Agree on the process Create Flyers, Application, parent information sheet, Ect.</i>
	<i>Sample SS1 Task</i>  <i>8/20- 9/15</i>	<i>Nutrition Education and Team Recruitment</i>	<i>Nut Ed Lesion Team Building/ Relationship Building with youth Highlight Team Recruitment Process and Deadline.</i>
	<i>Sample SS2 Task</i>  <i>9/20/2017</i>	<i>1<sup>st</sup> meeting / Orientation</i>	<i>Taste Testing Introduction Ice Breaker: I like my People Who Set Group Agreements Defining YPAR Team Building Ice Breaker:</i>

## SAMPLE YPAR TIMELINE TEMPLATE

October		Task	Content
	<b>SS2 Task</b>	<b>Orientation and Team Building</b> <i>(Contacting PHI CWN Staff as needed for assistance)</i>	Ice Breakers & Team building Foundational Nutrition Education
	<b>SS3 Task</b>	<b>Research &amp; Evaluation Design</b> <i>(Contacting PHI CWN Staff as needed for assistance)</i>	Community / Food Mapping Choosing an Issue Introduction to Research Methods Choosing a Research Method
	<b>Due</b>	** At LEAST ONE Technical Assistance Check in Call** Research question to state office for feedback Research Method/plan to state office for feedback	
	<i>Sample SS2 Task 10/15/2017</i>	<i>Meeting #4</i>	<i>Activity 1: Check-In. Review Group Agreement Activity 2: Acting Out Activity 3: Ideal Vs Real Activity 4: Check-out</i>

## SAMPLE YPAR TIMELINE TEMPLATE

November		Task	Content
	<b>SS2 Task</b>	<b>Orientation and Team Building</b> <i>(Contacting PHI CWN Staff as needed for assistance)</i>	Ice Breakers & Team building Foundational Nutrition Education
	<b>SS3 Task</b>	<b>Research &amp; Evaluation Design</b> <i>(Contacting PHI CWN Staff as needed for assistance)</i>	Introduction to Research Methods/tool
	<b>SS4 Task</b>	<b>Skill Development</b> <i>(Contacting PHI CWN Staff as needed for assistance)</i>	Practice Using Research tool Practice taking Notes Fine tune skills to complete the research Method
	<b>Due</b>	<b>** At LEAST ONE Technical Assistance Check in Call**</b> Draft Research Tool/Plan to state office for feedback	

## SAMPLE YPAR TIMELINE TEMPLATE

December		Task	Content
	<b>SS2 Task</b>	<b>Orientation and Team Building</b> <i>(Contacting PHI CWN Staff as needed for assistance)</i>	Ice Breakers & Team building Foundational Nutrition Education
	<b>SS5 Task</b>	<b>Data Collection</b> <i>(Contacting PHI CWN Staff as needed for assistance)</i>	Data Collection Data entry
	<b>Due</b>	** At LEAST ONE Technical Assistance Check in Call**	
January		Task	Content
	<b>SS2 Task</b>	<b>Orientation and Team Building</b> <i>(Contacting PHI CWN Staff as needed for assistance)</i>	Ice Breakers & Team building Foundational Nutrition Education
	<b>SS5 Task</b>	<b>Data Collection</b> <i>(Contacting PHI CWN Staff as needed for assistance)</i>	Data Collection Data entry
	<b>SS6 Task</b>	<b>Data Analysis</b> <i>(Contacting PHI CWN Staff as needed for assistance)</i>	Organizing results, gathering information, drawing connections
	<b>Due</b>	** At LEAST ONE Technical Assistance Check in Call**  Celebrate	

## SAMPLE YPAR TIMELINE TEMPLATE

February		Task	Content
	SS2 Task	<b>Orientation and Team Building</b> <i>(Contacting PHI CWN Staff as needed for assistance)</i>	Ice Breakers & Team building Foundational Nutrition Education
	SS6 Task	<b>Data Analysis</b> <i>(Contacting PHI CWN Staff as needed for assistance)</i>	Organizing results, gathering information, drawing connections
	SS7 Task	<b>Final Report</b> <i>(Contacting PHI CWN Staff as needed for assistance)</i>	Designing Final Report Planning Presentations
	<b>Due</b>	** At LEAST ONE Technical Assistance Check in Call** Draft Research Results Plan for next steps and direction for final report and presentation	

## SAMPLE YPAR TIMELINE TEMPLATE

<b>March</b>		<b>Task</b>	<b>Content</b>
	<b>SS2 Task</b>	<b>Orientation and Team Building</b> <i>(Contacting PHI CWN Staff as needed for assistance)</i>	Ice Breakers & Team building Foundational Nutrition Education
	<b>SS7 Task</b>	<b>Final Report</b> <i>(Contacting PHI CWN Staff as needed for assistance)</i>	Designing Final Report Planning Presentations
	<b>SS8 Task</b>	<b>Taking Action</b> <i>(Contacting PHI CWN Staff as needed for assistance)</i>	Presenting findings Making the ask Looking for supporters Spread the word Share your Work
	<b>Due</b>	<b>** At LEAST ONE Technical Assistance Check in Call**</b> Final report Plan of action	

## SAMPLE YPAR TIMELINE TEMPLATE

April		Task	Content
SS2 Task	<b>Orientation and Team Building</b> <i>(Contacting PHI CWN Staff as needed for assistance)</i>		Ice Breakers & Team building Foundational Nutrition Education
SS8 Task	<b>Taking Action</b> <i>(Contacting PHI CWN Staff as needed for assistance)</i>		Presenting findings Making the ask Looking for supporters Spread the word Share your work
Due	<b>** At LEAST ONE Technical Assistance Check in Call**</b> Final report Plan of action		
May		Task	Content