

Timeline of Project Deliverables

To complete the timeline of project deliverables, follow these instructions:

1. **Define Goals:** Clearly state the major aspirations your organization intends to achieve that align with the grant program's goals. Ask yourself, "What does success look like for this project?"
2. **Set Objectives:** Break down each goal into measurable milestones. These objectives should be specific and achievable steps that lead to the accomplishment of the goal.
3. **Outline Activities:** Identify specific actions or tasks that need to be completed to achieve each objective. Ensure these activities are actionable and detailed.
4. **Assign Responsible Parties:** Specify the team or individual responsible for each activity. This ensures accountability and clarity in task delegation.
5. **Determine Deliverables:** List the goods or services that will result from completing each activity. If there are no deliverables for a specific activity, you can leave this field blank.
6. **Set Timelines:** Allocate each activity to a specific reporting period (RP1, RP2, RP3, RP4).
7. **Use the Provided Table Format:** Fill in the table under each goal with the corresponding objectives, activities, timelines, responsible parties, and deliverables.
8. **Additional Information:** If more space is needed, use the "Additional Information" section provided in the document.
9. **By following these steps, you can systematically complete the timeline of project deliverables.**

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Project Abstract Provide a brief summary of the project in 2,000 characters or less. It can be the same as your application abstract. Upload this PDF in the “Additional Application Components” section of the application.

GOAL: A major aspiration that the organization intends to achieve that aligns with the goals of the grant program for which you are applying. You can determine your goals by asking “**What does success look like?**” for this project.

OBJECTIVES: Measurable milestones on the way to achieving a GOAL. Each goal may have several objectives.

ACTIVITIES: Specific steps that must be taken to reach the OBJECTIVE. Each objective may have several supporting activities.

DELIVERABLES: Goods or services that will result from completion of the activity. You can leave the field blank if there is no deliverable.

Goal #EXAMPLE: Increase the wellness of law enforcement personnel by reducing barriers to accessing mental health services for personnel and their families.

Objectives	Activities	RP1 10/1/2026– 1/31/2027	RP2 2/1/2027– 7/31/2027	RP3 8/1/2027– 1/31/2028	RP4 2/1/2028– 7/31/2028	Responsible Party	Deliverables
Familiarize law enforcement personnel with a mental health provider to increase use if the need for structured services arises.	Create and disseminate a baseline anonymous survey on how to access mental health services.	✓				Wellness Team	100% of personnel will have completed wellness check-ins by Dec. 31.
(See above)	Establish policies and procedures to mandate annual wellness check-ins provided by a licensed behavioral health provider.	✓				Command Staff	Policy and procedure manual
(See above)	Secure a procurement contract with a mental health provider to provide services.		✓			Finance Team	

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Applicant _____

Goal #1:							
Objectives	Activities	RP1	RP2	RP3	RP4	Responsible Party	Deliverables

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Goal #2:							
Objectives	Activities	RP1	RP2	RP3	RP4	Responsible Party	Deliverables

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Goal #3:							
Objectives	Activities	RP1	RP2	RP3	RP4	Responsible Party	Deliverables

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Goal #4:							
Objectives	Activities	RP1	RP2	RP3	RP4	Responsible Party	Deliverables

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Goal #5:							
Objectives	Activities	RP1	RP2	RP3	RP4	Responsible Party	Deliverables

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Goal #6:							
Objectives	Activities	RP1	RP2	RP3	RP4	Responsible Party	Deliverables

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Additional Information Use this page if more space is needed.

Objectives	Activities	RP1	RP2	RP3	RP4	Responsible Party	Deliverables

Timeline of Project Deliverables Applicant _____

Additional Information Use this page if more space is needed.