

# SAMPLE TIMELINE

**California SNAP-Ed  
Youth Engagement  
Site Name Here (or team name!)  
SAMPLE YPAR Project Timeline**

Month	Date	Task	Content
<b>October</b>	1 - 31	LIA YE 1:1 TA Calls (as needed)	Process / Planning
	TBD	SNAP-Ed Statewide Webinar	Q&A Technical Assistance Share Plans & Challenges Collective Brainstorms
<b>November</b>	1 - 30	LIA YE 1:1 TA Calls (as needed)	Process / Planning
	14 - 15	PDM	Project Directors' Meeting (Sacramento, CA)
	Task	Further Project Planning: <small>(Contacting State Staff as needed for assistance)</small>	Relationship Building: Administration Logistics: Where when who Recruitment Plan:
	Task	Study & Planning <small>(Contacting State Staff as needed for assistance)</small>	Study Stepping Stone Activities Planning
	Due to State Team	Adult Ally Pre-Assessment Site Roster Update	
<b>December</b>	TBD	SNAP-Ed Statewide Youth Engagement Training (In-person workshop)	CA SNAP-Ed sponsored training for Local Implementing Agency staff. Structure Process Tools Planning Evaluation Next Steps
	Task	Start Recruiting and Conducting Meetings <small>(Contacting State Staff as needed for assistance)</small>	Layout Project Goals & Plan Collect Parent Permission slips Set Group Agreements Determine a Group Name Ice Breakers & Team building Discuss Foundational Nutrition Ed
	Due to State Team	Youth Pre-Assessments Youth Researcher Permission Slips Activity Tracking Form (ATF)	
<b>January</b>	TBD	SNAP-Ed Statewide Webinar	Q&A Technical Assistance Share Plans & Challenges Collective Brainstorms
	Task	Groups Dig Deeper <small>(Contacting State Staff as needed for assistance)</small>	Ice Breakers & Team building Exploring environmental issues Community Mapping Understanding Root Causes Develop a research question
	Task	Explore Research <small>(Contacting State Staff as needed for assistance)</small>	Introduction to Research Methods
	Due to the State	Research Question	
<b>February</b>	1 - 28	LIA YE 1:1 TA Calls (as needed)	Review & Discuss: Process/Planning
	22 - 23	LIA Forum	Annual Local Implementing Agency Forum (Sacramento, CA)
	SS3 & SS4 Task	Skills Development <small>(Contacting State Staff as needed for assistance)</small>	Develop the Evaluation Design

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	<b>Due to the State</b>	Mid Year Check in Final Research Tool/Plan	
<b>March</b>	<b>TBD</b>	Youth Forum	<b>LIA or multi-county sponsored Youth Forum</b>
	<b>TBD</b>	SNAP-Ed Statewide Youth Engagment Training (In-person workshop)	CA SNAP-Ed sponsored training for Local Implementing Agency staff. Structure Process Tools Planning Evaluation Next Steps
	<b>SS6 Task</b>	Data Collection & Analysis  (Contacting State Staff as needed for assistance)	Organizing results, gathering information, drawing
	<b>Due to the State</b>	Mid Year Check in Final Research Tool/Plan ATF	
<b>April</b>	<b>TBD</b>	SNAP-Ed Statewide Webinar	Q&A Technical Assistance Share Plans & Challenges Collective Brainstorms
	<b>TBD</b>	SNAP-Ed Statewide Youth Engagment Training (In-person workshop)	Structure Process Tools Planning Evaluation Next Steps
	<b>Task</b>	Analysis & Final Report  (Contacting State Staff as needed for assistance)	
	<b>Due to the State</b>	Draft Research Results Plan for next steps and direction for Final Report and Presentations	
<b>May</b>	<b>TBD</b>	YE Partnership Meeting	
	<b>Task</b>	Final Report , Presentations, & Making Buzz  (Contacting State Staff as needed for assistance)	
	<b>Due to the State</b>	Final Report Any Presentations	
<b>June</b>	<b>1 - 30</b>	LIA YE 1:1 TA Calls (as needed)	Process/Planning YE Pre Assessment Survey
	<b>Task</b>	Making Buzz, Next Steps & Taking Action  (Contacting State Staff as needed for assistance)	Organizing results, gathering information, drawing
	<b>Due to the State</b>	Adult Ally Assessment of Participants Youth Researcher Project Evaluation Youth Researcher Adult Ally Evaluation	
	<b>1 - 31</b>	LIA YE 1:1 TA Calls (as needed)	Process/Planning YE Pre Assessment Survey
	<b>TBD</b>	SNAP-Ed Statewide Webinar	Q&A Technical Assistance Share Plans & Challenges Collective Brainstorms

