

Project Timeline Template Example

Theme	Task	Owner	Duration	Year												
				Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Carbon	Task 1	Name	1 Month			█										
Carbon	Task 2	Name	1 Month				█									
Carbon	Task 3	Name	1 Month					█								
Carbon	Task 1	Name	1 Month					█								
Carbon	Task 2	Name	1 Month						█							
Carbon	Task 3	Name	1 Month							█						
Biodiversity	Task 1	Name	1 Month				█									
Biodiversity	Task 2	Name	1 Month					█								
Biodiversity	Task 3	Name	1 Month					█								
Biodiversity	Task 4	Name	1 Month						█							
Biodiversity	Task 5	Name	1 Month							█						
Biodiversity	Task 1	Name	1 Month				█									
Biodiversity	Task 2	Name	1 Month					█								
Biodiversity	Task 3	Name	1 Month						█							

TIP 1: Be SMART (Specific, Measurable, Achievable, Realistic, Time-bound) and breakdown longer tasks into weekly activities. This will help you to be more focused on a weekly plan.

TIP 2: Revisit your plan daily/ weekly/ monthly as appropriate for your project, depending on the timescales and project completion date.