Use this tool to help you plan, prepare and monitor a project timeline.

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|  | | **Jan** | | | | | **Feb** | | | | **Mar** | | | | **Apr** | | | | **May** | | | | |
| **TASKS** | **PERSON/ROLE RESPONSIBLE** | 30th – 5th | 6th – 12th | 13th – 19th | 20th – 26th | 27th – 2nd | 3rd – 9th | 10th – 16th | 17th – 23rd | 24th – 1st | 2nd – 8th | 9th – 15th | 16th – 22nd | 23rd – 29th | 30th – 5th | 6th – 12th | 13th – 19th | 20th – 26th | 27th – 3rd | 4th – 10th | 11th – 17th | 18th - 24th | 25th – 31st |
| *E.g. Funding application completed* | *Project manager* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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