# Task 8: Develop a realistic timeline for executing all action steps

## Method: Timeline

**Task Summary:** Keeping momentum moving forward means that timelines must reflect reality. Those carrying out the action steps (i.e., the work!) need to agree to your timeline and be held accountable. Achieving buy-in to the timeline is one of your biggest challenges. Other things to think about to ensure that plans are implemented include establishing realistic time frames, identifying resources, and aligning plan objectives with annual operating plans and budgets.

In this step, you will need to finalize your timeline, budget, and priorities and develop the following:

* A list of resources and strategy expenses
* A financial impact statement (pro forma or budget)

Directions: Answer the following questions **(refer back to your work outline in Task 5).**

1. **Is your timeline realistic? Do you have enough people involved to accomplish a specific task? Do you have the right people? Do you and they have enough time and money to accomplish the tasks? Who is the timekeeper?**

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1. **Have you assigned leads to each task?**

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1. **Have you identified the drivers for your timeline? Is there an accountability mechanism for these drivers? Do you have clear criteria for identifying success for each task?**

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1. **Have you identified both existing and emerging barriers? What are your strategies for overcoming them?**

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1. Stakeholders: **Is everyone in agreement? Is there broad consensus?**

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1. Stakeholders: **How prescriptive or collaborative have you been about the time frame?**

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1. **Have you identified what resources will be needed and how much those resources will cost?**

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1. **Is your budget aligned with your strategic priorities?**

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1. **Prioritizing objectives, strategies, and tasks help in defining an appropriate timeline. How will you set your priorities for the strategies in your plan? Consider the following:**
* **Organizational readiness**
* **Staffing**
* **Budget**

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1. **How will your plan get operationalized and integrated? How will it be woven into the fabric of the institution? How will you ensure that this plan will be recognized as a part of each person’s job?**

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