

Designing Your Timeline

What are the big steps you need to take to achieve your project goals? Consider both artistic and business steps. These are the MAJOR STEPS, so do not go crazy in terms of number. Consider the following checklist as you prepare your timeline:

- Is the list of major tasks to be accomplished thorough and comprehensive (without being too granular)?
- Are there start and end dates associated with the tasks?
- If there are tasks that must be done sequentially, are those dependencies noted on the timeline?
- If more than one person is working on the project are people assigned to each task?
- Does the timeline include documentation of the project?
- Does the timeline include follow up post-project with stakeholders and funders?
- Does the timeline include contingency time to deal with unexpected events?
- Does the timeline make sense when viewed in combination with the project description and budget?

EXAMPLE

Artists 360 Practicing Artist Grant Project Timeline

Establish collaborators: 10/1/2023 to 11/1/2023 (total 3 collaborators)

Make drawings: 10/1/2023 to 4/1/2024 (20 drawings, approximately 3 per month)

Apply for additional project funding: 12/10/2023 to 4/1/2024

Order frames for drawings: 4/1/2024

Create installation components: 4/3/2024 (coordinate with collaborator #1)

Collaborator check-in meetings: 4/15/2024 to 6/15/2024 (1 meeting per month)

Source additional installation materials: 5/15/2023 to 6/1/2024

Create animation components: 6/1/2024 to 9/1/2024 (coordinate with collaborators #2 & #3)

Photograph artwork: 9/1/2024 to 9/15/2024

Frame artwork: 9/1/2024 to 9/31/2024

Send social media announcement: 10/1/2024

Send email announcement: 10/14/2024

Send social media reminder: 10/14/2024
Send press release: 10/24/2024
Install exhibition: 10/25/2024 to 10/26/2024
Photograph exhibition: 10/27/2024
Exhibition opening: 11/1/2024
Artist talk/panel: 11/2/2024
Exhibition duration: 11/1/2024 to 11/30/2024
Deinstall exhibition: 12/3/2025 to 12/5/2025
Collaborator debrief: 12/10/2025

(124 words)