

Timeframe:

Write a detailed list or outline with dates of each task you must do in order to complete this project /event.

	Task	Start and End Dates
Phase One - Preparation	Finalizing what goes into the packages and buying materials	November 1, 2019 - December 31, 2019
Phase Two - Implementation	Going to schools, giving a small talk, and advertising the packages themselves	January 5, 2020 - February 29, 2020
Phase Three - After completion	Keeping up with the school/new students the following year to see if any suggestions helped	March 1, 2020 - Beginning of 2020-2021 school year