

Timeline Tool

Creating and using a timeline can help to make sure that projects are completed on time. A timeline is simply a schedule of events that need to occur at certain times. You may find it helpful to keep a timeline. A timeline can be a:

- Simple organized list, with steps and information about all the events and the time it needs to occur.
- More sophisticated lists also exist. These can be found in many computer software programs, such as Excel.

The following is a sample timeline that your diabetes program can adapt.

Month	Action	Expected Completion	Person responsible
1	review current audit data, identify weak areas.	end of month 1	DS
2	access, review best practices with diabetes team, identify best practice that fits with resources and needs.	end of month 2	DS DM team
3	identify best practice elements to implement.	end of month 3	DS DM team