



PROGRAM TIMELINE EXERCISE

LEARNING OBJECTIVE

Review key program achievements

TIME

30 minutes

FACILITATOR MATERIALS

- Masking tape
- Post-it notes or half sheets of A4 paper (3 different colors if possible)
- 3 different colored markers for every three participants
- Prepared half sheets for 1) Agreement Signed, 2) Agreement end date, 3) Other major administrative milestones.
- Prepare a timeline on a large blank wall. Start by putting a long piece of masking tape horizontally across the wall at shoulder level. Then, write years on the tape starting with the year the program started to the present year. Write each year about a foot away from the last year.

STEPS

1 Explain that participants will work in four groups to develop a calendar timeline for their program, recognizing that each person may be from a different team or department. This activity is a way to practice reviewing key achievements and constraints throughout the life of the program, look for themes, and set the team up to better review lessons learned.

2 Have participants count off by four (4) to create four groups. Give each group a different color of paper or post-it or marker to distinguish that group's work. Explain that the group will brainstorm from one of the following groups and write ideas on post-its or A4 half sheets of the appropriate color, and add it to the timeline on the wall under the appropriate year or period (use quarters for one-year programs). One event or thought per post-it/ paper, write clear and large (15 minutes).

(CONTINUED)



PREPARE

IMPLEMENT

FOLLOW-THROUGH

- **GROUP 1:** Key Achievements and program milestones;
 - **GROUP 2:** External events or context affecting the program or program context (e.g., natural disaster, change in political context or leadership, trade disruption, security incident, etc.);
 - **GROUP 3:** Internal events or changes affecting the program (e.g., addition or closure of complementary program, change in CoP, addition of a new partner, etc.);
 - **GROUP 4:** Community issues that have played a role in the program (e.g., issues of acceptance, significant factors coming from CARM results, local leaders support or opposition, handover of program activities to local entities, etc.)

3 When all groups have finished, invite everyone to come up to the timeline and review the inputs. Ask participants if they would like to add anything to the contributions of the other groups. Provide the appropriate colored cards and allow them to add missing events. Allow ten minutes to add additional cards.

- 4** Debrief in plenary:
- a. What were the major accomplishments of the program?
 - b. Where were there roadblocks or delays and why?
 - c. When and how did the external changes affect program design and implementation?
 - d. When and why did the biggest program shifts take place?
 - e. What connections can you draw between external changes or community issues and program events?

SEE FOLLOWING PAGES FOR EXAMPLE FIGURES. (CONTINUED)



PREPARE

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FOLLOW-THROUGH

FIGURE 1:

Sample Timeline Wallchart 1

GREY: External Events

YELLOW: Key Achievements/Milestones

BLUE: Internal Events

GREEN: Community changes

PRE-AWARD

OCT - DEC

JAN - MAR

APR - JUN

JUL - SEP



(CONTINUED)



PREPARE

IMPLEMENT

FOLLOW-THROUGH

FIGURE 2:

Sample Timeline Wallchart 2

GREY: External Events

YELLOW: Key Achievements/Milestones

BLUE: Internal Events

GREEN: Community changes

