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| FISCAL YEARS 2020/21, 2021/22, AND 2022/23. |
| Measure X Senior & Disabled Transportation Program |
| Project Timeline |

# Required Contents

The project timeline must outline the main tasks needed to implement the project and include a timeline to complete each task. Sample project tasks are provided below.

**Name of Organization:** Project Title

# Project Tasks

1. **Project Initiation**

Task 1.1 Project Kick-Off Meeting

* **Brief Task Description:** *[Sample Text:* *The organization will hold a kick-off meeting with TAMC and other project partners to discuss grant procedures and project expectations including involving, quarterly reporting, and all other relevant project information.]*
* **Project Deliverable:** *[Sample Text:**Meeting Notes]*
* **Expected Completion Date:** *[Sample Text: August 2020]*

Task 1.2 Release Job Posting for Drivers

* **Brief Task Description:** *[Sample Text:* *Complete recruitment process for selection of qualified drivers with superb customer services skills.]*
* **Project Deliverable:** *[Sample Text: Job Posting]*
* **Expected Completion Date:** *[Sample Text:* *October 2020]*

Task 1.3 [Task Title]

* **Brief Task Description:** *[provide a brief task description]*
* **Project Deliverable:** *[provide a brief project deliverable description]*
* **Expected Completion Date:** *[provide the month and year of expected completion date]*
1. **Public Outreach**

Task 2.1 [Task Title]

* **Brief Task Description:** *[provide a brief task description]*
* **Project Deliverable:** *[provide a brief project deliverable description]*
* **Expected Completion Date:** *[provide the month and year of expected completion date]*
1. **Transportation Service**

Task 3.1 [Task Title]

* **Brief Task Description:** *[provide a brief task description]*
* **Project Deliverable:** *[provide a brief project deliverable description]*
* **Expected Completion Date:** *[provide the month and year of expected completion date]*
1. **Fiscal Management**

Task 4.1 [Task Title]

* **Brief Task Description:** *[provide a brief task description]*
* **Project Deliverable:** *[provide a brief project deliverable description]*
* **Expected Completion Date:** *[provide the month and year of expected completion date]*