**NESTLÉ HEALTH SCIENCE**

**HEOR PROJECT TIMELINE AND MILESTONES**

**Project Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Principal Investigator:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Institution:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Proposed Project Duration:** \_\_\_\_\_\_\_\_ months (maximum 24 months)

**Anticipated Start Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **End Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PROJECT TIMELINE OVERVIEW**

*Please indicate project activity periods with a Gantt chart style timeline:*

| **Project Phase** | **Q1** | **Q2** | **Q3** | **Q4** | **Q5** | **Q6** | **Q7** | **Q8** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Months 1-3 | Months 4-6 | Months 7-9 | Months 10-12 | Months 13-15 | Months 16-18 | Months 19-21 | Months 22-24 |
| Project setup |  |  |  |  |  |  |  |  |
| Ethics approval |  |  |  |  |  |  |  |  |
| Staff recruitment |  |  |  |  |  |  |  |  |
| Training |  |  |  |  |  |  |  |  |
| Participant recruitment |  |  |  |  |  |  |  |  |
| Data collection |  |  |  |  |  |  |  |  |
| Data analysis |  |  |  |  |  |  |  |  |
| Report writing |  |  |  |  |  |  |  |  |
| Dissemination |  |  |  |  |  |  |  |  |
| Other: \_\_\_\_\_\_\_\_ |  |  |  |  |  |  |  |  |

*Instructions: Mark cells with X or shade them to indicate active periods*

**DETAILED MILESTONE PLAN**

**Phase 1: Project Setup and Approvals**

*Include all preparatory activities*

| **Milestone** | **Description** | **Expected Completion Date** | **Responsible Person(s)** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Phase 2: Recruitment**

*Include staff and participant recruitment activities*

| **Milestone** | **Description** | **Expected Completion Date** | **Responsible Person(s)** |
| --- | --- | --- | --- |
|  |  |  |  |
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|  |  |  |  |

**Phase 3: Data Collection**

*Include all data collection activities*

| **Milestone** | **Description** | **Expected Completion Date** | **Responsible Person(s)** |
| --- | --- | --- | --- |
|  |  |  |  |
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|  |  |  |  |

**Phase 4: Data Analysis**

*Include all analysis activities*

| **Milestone** | **Description** | **Expected Completion Date** | **Responsible Person(s)** |
| --- | --- | --- | --- |
|  |  |  |  |
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|  |  |  |  |

**Phase 5: Reporting and Dissemination**

*Include report writing, publications, presentations*

| **Milestone** | **Description** | **Expected Completion Date** | **Responsible Person(s)** |
| --- | --- | --- | --- |
|  |  |  |  |
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**DELIVERABLES**

| **Deliverable** | **Description** | **Due Date** | **Progress Indicator** |
| --- | --- | --- | --- |
|  |  |  |  |
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|  |  |  |  |
|  |  |  |  |

**RISK ASSESSMENT AND CONTINGENCY PLANNING**

| **Potential Risk** | **Likelihood (Low/Medium/High)** | **Impact (Low/Medium/High)** | **Mitigation Strategy** |
| --- | --- | --- | --- |
|  |  |  |  |
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|  |  |  |  |

**NESTLÉ HEALTH SCIENCE REPORTING SCHEDULE**

| **Report Type** | **Due Date** | **Notes** |
| --- | --- | --- |
| Initial Progress Report | Month 3 |  |
| Interim Report | Month 12 |  |
| Final Report | Within 60 days of project completion |  |

I confirm that this timeline is feasible and that I will notify Nestlé Health Science promptly of any significant changes or delays.

**Principal Investigator Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_

*For Nestlé Health Science use only:*

**Application Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Reviewer Comments:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_