



Milestones and Timelines the 10,000-foot view

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Definition of a Milestone

A milestone is defined as a scheduled event in the project timeline that signifies the completion of a major project stage or activity.



(Source: NIH <https://grants.nih.gov/grants/guide/pa-files/par-18-406.html>)

Operationalization of a Milestone

Scheduled Event

Who, What, When, Where?



Operationalization of a Milestone

Scheduled Event

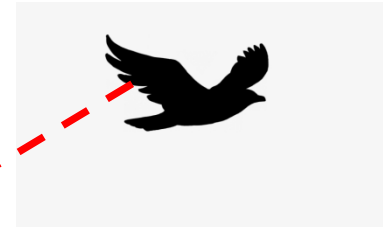
Who, What, When, Where?



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Milestone Examples

		Timeline to Completion
1	Obtain IRB approval	Month 1 (July, 2016)
2	Obtain School District approval	Month 2 (August, 2017)
3	Recruit 40 sedentary adolescents	Month 4 (Sept., 2016)
4	Complete baseline assessments	Months 4-6 (Sept-Nov, 2016)
5	Implement the intervention	Months 8-10 (Jan-Mar Milestones 2016)
6	Complete follow-up assessments	Months 11-12 (March/April, 2016)

Examples of NOT Milestones

- Increase the number of UCI Investigators who use the Data Warehouse to conduct cohort discovery
- Improve UCI Leadership potential in health informatics
- Develop innovative learning pathways to advance health informatics literacy

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More examples of Milestones

1. Convene a meeting with leadership and key faculty to initiate a strategic planning process for harnessing the power of data science and informatics at UCI
2. Form Working Groups to address each of the three challenges
3. Specify milestones for each Working Group for the next 12 months

Establishing an Action Plan; Setting a Timeline



*People don't plan to fail.
Instead they fail to plan.*



Critical Timeline Features

1. Sequence

Make sure that the milestones are assembled in the right order

Attempt to delineate critical actions that must occur to reach intended milestones



Critical Timeline Features; Time to Completion

Be ambitious but realistic



Be cognizant of existing process timelines



Adjust as needed



Combining Milestones and Timelines

Milestone	Timeline
Identify a Working Group with representatives from Contracts and Grants Offices at all 5 campuses	Complete by January, 2020
Convene monthly Working Group meetings	Initiated by March, 2020
Collect data from all 5 campuses regarding XXX	Complete by June, 2020
Analyze data within the Working Group to identify 1-3 targets for change	Complete by October, 2020

Objectives for Today

Working in your topic areas, you will review the strategies generated from yesterday's discussions and outline Action Plans.

Order of discussion:

High Impact/High Feasibility

High Feasibility/Low Impact

High Impact/Low Feasibility