Worksheet 3 – Scheduling the work

A simple way to schedule tasks is to use a Gantt chart like this one. The sample here is based on a six-week period from when the grant opens to the date when applications are due. Aim to complete your application at least one day before the due date, so you are not racing against the clock at the last minute.

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| **Suggested tasks you’ll need to do in putting together an application** | **Week 1** | **Week 2** | **Week 3** | **Week 4** | **Week 5** | **Week 6** |
| Read guidelines carefully and set up template |  |  |  |  |  |  |
| Work out what information is needed  |  |  |  |  |  |  |
| Collect information |  |  |  |  |  |  |
| Request letters of support |  |  |  |  |  |  |
| Do deeper analysis if needed |  |  |  |  |  |  |
| Write first draft |  |  |  |  |  |  |
| Review first draft with colleagues |  |  |  |  |  |  |
| Revise and write second draft |  |  |  |  |  |  |
| Proofread all documents |  |  |  |  |  |  |
| Get sign-off  |  |  |  |  |  |  |
| Collate application and supporting documents |  |  |  |  |  |  |
| Submit application |  |  |  |  |  |  |

*This tool was originally developed by Lea McInerney of Clear Steps Consulting and is used with permission.*