Project Timeline

This document provides helpful information on creating a schedule, as well as some examples. It gives you guidance on how to organize the different steps of your project in a meaningful way and record them over time.

Why do I need a project timeline for my project?

A schedule helps organize the individual steps of a project and ensures that everything is completed on time. It shows quickly:

- What has already been complete
- What is currently in progress
- What still needs to be planned

Why is this information relevant?

A well-prepared schedule not only shows the chronological sequence of activities but also makes the project transparent and understandable for the committee. This clearly facilitates the evaluation of its feasibility and structure.

For projects submitted to the Françoise Demole-Preis, the schedule is particularly important because the committee can use this information to assess whether the project is well-structured, whether the planned implementation seems realistic, and whether all necessary phases have been considered to carry out the project successfully.

For projects that are submitted based upon a well-developed idea, the schedule also helps to better understand the goals, the process, and the timeline. This allows one to check whether the project is clearly defined and feasible, and which specific steps still need to be planned for its successful carry-out.

How do I create a project timeline?

- Clearly label each phase and event
- Avoid overly general terms such as «work» or «preparation»
- For each phase, provide an exact date (e.g., 28.02.2026), a clearly defined period (e.g., 09.02.2025 – 28.02.2026), or a month (e.g., February 2026).

Examples for possible projects

- **Planning:** initial brainstorming, topic selection, research, definition of goals
- **Preparation sessions:** meetings for task distribution, work organisation, and role assignment
- **Project launch:** official start of the project work, introduction for the class/group
- **Consultations:** discussions with experts, visits to exhibitions/organizations, contact with partners
- **Satisfaction survey:** creation, distribution, and collection of a feedback form
- **Practical implementation:** creation of materials, activities, videos, actions
- **Final report:** summary of results, reflection, documentation of the project process
- **Possible continuation of the project:** establishment of a long-term partnership, formation of a working group/association, implementation of follow-up activities, planning of a year-long project

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Draft for the structure Copy/Paste possible	**Patterns for inspiration**
1. Phase: Month, Year *Example:* Plan: October 2025 2. Phase / Event: xx.xx.xxxx – xx.xx.xxxx *Example:* creation of the flyer: 25.01. – 03.02.2026 3. Event: xx.xx.xxxx *Example:* visit of primary school XY: 16.03.2026	1. 31.10.2025: Theme choice 2. 28.11.2025: Meeting for task distribution 3. November 2025: Contact with experts 4. 28.11.2025: Meeting with experts 5. 05.12.2025: Visit to Institution XY 6. 25.01. – 03.02.2026: Creation of flyers 7. 15.02.2026: Printing of flyers 8. 01.02. – 18.02.2026: Production of the video project 9. 16.03.2026: Visit to Primary school XY 10. April 2026: Reflection on the project implementation

Disclaimer

This document is not intended to be submitted in this form. It is designed to help teachers gather the necessary information to facilitate their submissions to the Eduki Competition portal: concours.eduki.ch. The responsibility for submitting projects lies solely with the teachers.

Questions?

If you have any questions or need support, please do not hesitate to contact our team:

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