**Project:** [insert project name]

**FALL SEMESTER**

**AUGUST**

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| --- | --- | --- | --- |
| **✓** | **Activity Description** | **Responsible** | **Due By** |
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**SEPTEMBER**

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| **✓** | **Activity Description** | **Responsible** | **Due By** |
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**OCTOBER**

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| **✓** | **Activity Description** | **Responsible** | **Due By** |
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**NOVEMBER**

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| **✓** | **Activity Description** | **Responsible** | **Due By** |
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**DECEMBER**

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| **✓** | **Activity Description** | **Responsible** | **Due By** |
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**SPRING SEMESTER**

**JANUARY**

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| **✓** | **Activity Description** | **Responsible** | **Due By** |
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**FEBRUARY**

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| **✓** | **Activity Description** | **Responsible** | **Due By** |
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**MARCH**

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| **✓** | **Activity Description** | **Responsible** | **Due By** |
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*Note: Annual projects should consider the potential timing of governance review of deliverables between March-May.*

**APRIL**

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| **✓** | **Activity Description** | **Responsible** | **Due By** |
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**MAY**

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| **✓** | **Activity Description** | **Responsible** | **Due By** |
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