**A.5. Project Milestone Plan (Sample)**

*Copy template to complete. Text in red is an example. Information should match the proposal Project Narrative and Project Budget*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **First Semi-Annual Reporting Period** | | | | **Responsible Team**  ***Mark all that apply*** | |
| **Milestone**: | **Description**: | **Associated Deliverable(s)**: | | **UAE** | **U.S.** | |
| *Training for five participants* | *The project team will receive training in GIS technologies/methods used for disease surveillance.* | *Copies of all training materials, including power point slides, hand-outs; photographs, and video footage of the training* | | *N/A* | *NO* | |
|  |  |  | |  |  | |
|  |  |  | |  |  | |
| **Total Amount Requested for this Reporting Period**: | | | $30,000 | $20,000 | $10,000 | |
| **Second Semi-Annual Reporting Period** | | | | **Responsible Team**  ***Mark all that apply*** | | |
| **Milestone**: | **Description**: | **Associated Deliverable(s)**: | | **UAE** | **U.S.** | |
| *Completion of data analysis* | *Team X will conduct analysis on data collected at filed site* | *Final Report* | | *N/A* | *YES* | |
|  |  |  | |  |  | |
|  |  |  | |  |  | |
| **Total Amount Requested for this Reporting Period**: | | | $10,000 | $5,000 | $5,000 | |
| **Third Semi-Annual Reporting Period** | | | | **Responsible Team**  ***Mark all that apply*** | |
| **Milestone**: | **Description**: | **Associated Deliverable(s)**: | | **UAE** | **U.S.** | |
| *Training for five participants* | *The project team will receive training in GIS technologies/methods used for disease surveillance.* | *Copies of all training materials, including power point slides, hand-outs; photographs, and video footage of the training* | | *N/A* | *NO* | |
|  |  |  | |  |  | |
|  |  |  | |  |  | |
| **Total Amount Requested for this Reporting Period**: | | | $30,000 | $20,000 | $10,000 | |
| **Fourth Semi-Annual Reporting Period** | | | | **Responsible Team**  ***Mark all that apply*** | | |
| **Milestone**: | **Description**: | **Associated Deliverable(s)**: | | **UAE** | **U.S.** | |
| *Completion of data analysis* | *Team X will conduct analysis on data collected at filed site* | *Final Report* | | *N/A* | *YES* | |
|  |  |  | |  |  | |
|  |  |  | |  |  | |
| **Total Amount Requested for this Reporting Period**: | | | $10,000 | $5,000 | $5,000 | |
| **Fifth Semi-Annual Reporting Period** | | | | **Responsible Team**  ***Mark all that apply*** | | |
| **Milestone**: | **Description**: | **Associated Deliverable(s)**: | | **UAE** | **U.S.** | |
| *Completion of data analysis* | *Team X will conduct analysis on data collected at filed site* | *Final Report* | | *N/A* | *YES* | |
|  |  |  | |  |  | |
|  |  |  | |  |  | |
| **Total Amount Requested for this Reporting Period**: | | | $10,000 | $5,000 | $5,000 | |
| **Final Semi-Annual Reporting Period** | | | | **Responsible Team**  ***Mark all that apply*** | | |
| **Milestone**: | **Description**: | **Associated Deliverable(s)**: | | **UAE** | **U.S.** | |
| *Completion of data analysis* | *Team X will conduct analysis on data collected at filed site* | *Final Report* | | *N/A* | *YES* | |
|  |  |  | |  |  | |
|  |  |  | |  |  | |
| **Total Amount Requested for this Reporting Period**: | | | $10,000 | $5,000 | $5,000 | |