

Eagle Project Timeline Template

Set target dates for each milestone, then track actual dates as you go. Build in buffer — projects almost always take longer than planned.

Scout name: _____

Project name: _____

18th birthday (hard deadline): _____

Target Board of Review: _____

Milestone	Target Date	Actual Date	Notes
Proposal submitted to Scoutmaster			
Proposal approved by committee			
Proposal approved by district/council			
Fundraising application submitted (if applicable)			
Materials ordered / secured			
Volunteers recruited and confirmed			
Work date #1			
Work date #2 (if needed)			
Rain / backup date (if needed)			
Project complete — beneficiary sign-off			
Thank-you notes sent			
Workbook write-up submitted			
Board of Review			

Building the schedule: Work backward from your Board of Review target date. Leave at least 4–6 weeks between project completion and the workbook write-up/Board of Review, and set your target completion date well before your 18th birthday — not on it.

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