

Harford County

Department of Housing and Community Services

June 24, 2025

12:00 - 1:30 P.M.

Scope of Work: Timeline Development

In this interactive session, we'll take a deep dive in the grant questions about project, program, and/or organizational timelines: How to approach them, what to include, and how to best communicate their impact.

AGENDA

- **Welcome and Grounding**
- **Scope of Work: Review**
- **Timeline: Approach, Format, and Content**
- **Practice**
- **Q&A**
- **Next Steps and Reflection**

Scope of Work: Review

Scope of Work

The programming; A description of the work as it is implemented;
The implementation of the ideas

Outcomes

What will happen as a result of the scope being completed

Metrics

A measurable that clearly indicates whether the outcomes have been achieved.

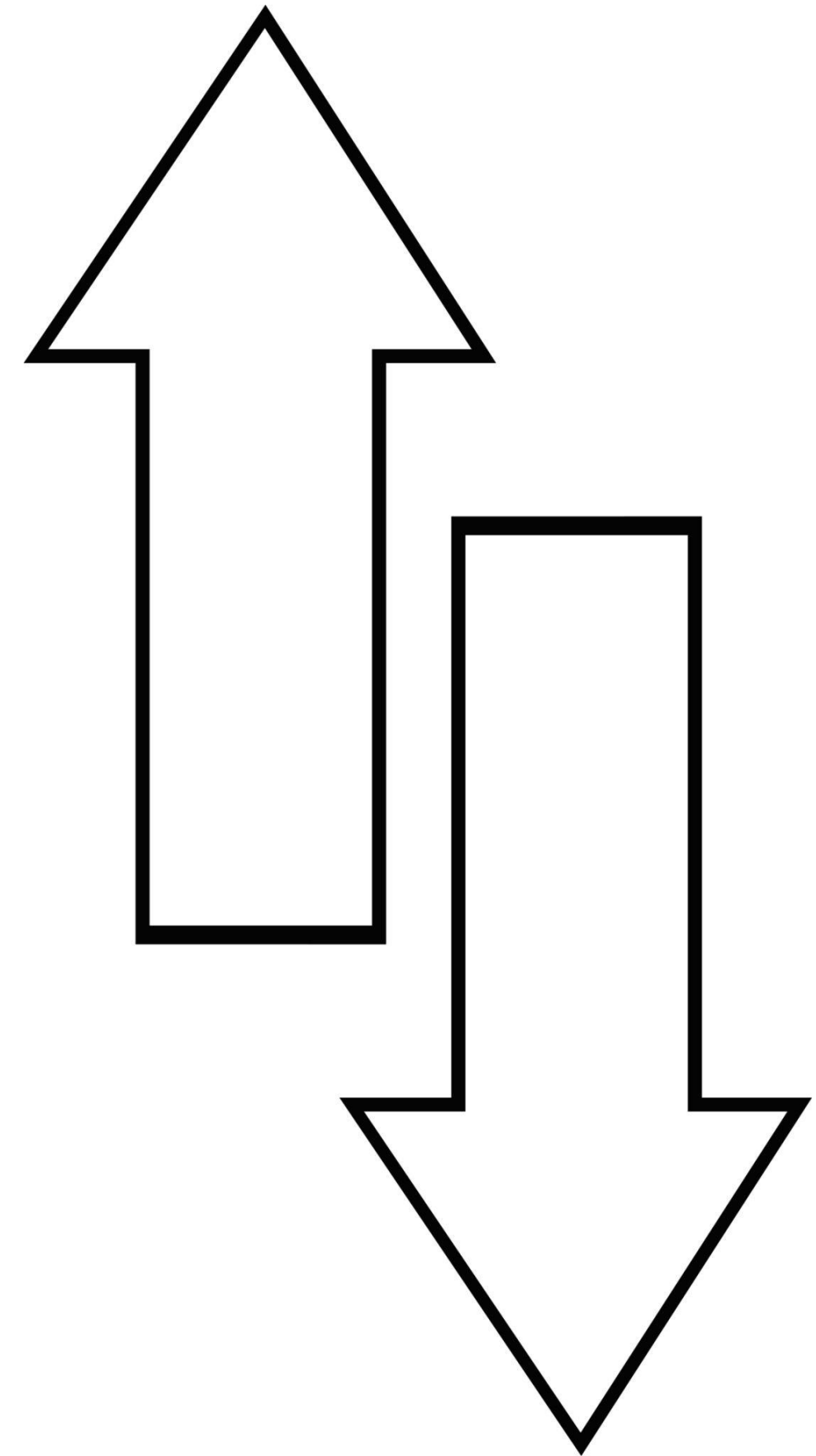
→ Timeline: Paints the full picture of how the scope of work will be implemented while also communicating scope specifics

Timeline: Approach

- Framing - 30-foot view
 - Program start to finish
 - Funding start to finish
- Specifics
 - Frequency
 - Connection to scope
- Alignment
 - Mission, Vision, Values
 - Operations
 - Budget

Timeline: Format and Content

- Clarity > Prose
- Communicate a throughline
 - What → When → With (ppl/\$)
- Within a calendar or fiscal year
- Months/Weeks/Days/Hours
- Frequency



When	What	Details	Expenses <i>(Bold items are part of the total grant request.)</i>
July - August	<ul style="list-style-type: none">- All Day Programming for students ages 5-12- Monday - Friday for 7 weeks; 8AM-4PM	<ul style="list-style-type: none">- Academic Enrichment (Math/ELA) for 2 hours/day- Arts and Culture for 2 hours/day- Student-driven STEM for 2 hours/day- Meals/Transitions totaling 2 hours/day	\$3,500 instructors \$850 materials \$1,500 venue

- Framing
 - The HK Program operates during the summer months, seasonal breaks, and holidays when Harford County Public Schools are not in session. This includes specific dates each June - August for Summer Break, Spring and Winter Break, and 7 calendared holidays throughout the school year.
- Specifics
 - When
 - July - August
 - What
 - All Day Programming for students ages 5-12
 - Monday - Friday for 7 weeks; 8AM-4PM
 - Details
 - Academic Enrichment (Math/ELA) for 2 hours/day
 - Arts and Culture for 2 hours/day
 - Student-driven STEM for 2 hours/day
 - Meals/Transitions totaling 2 hours/day
 - Expenses (*Bold items are part of the total grant request.*)
 - **\$3,500 instructors**
 - **\$850 materials**
 - \$1,500 venue
- Connect back to scope and impact - addresses the “why” of the timeline

PRACTICE

QUESTIONS



Reflection and Next Steps

1-1s - Contact me!

dana.peragallo@gmail.com; 302.841.7257

In Person: Thursday, June 26, 2-4:30PM

Building upon the 101 and 201 sessions, the 301 sessions focus on workshopping grant writing skills in real time. By collaborating with others in the space to address specific grant application questions, participants will learn from one another through the practical and effective integration of applying the accumulated grant writing skills.