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Name	Assignee	Due date	Estimated ti...	Priority	Status	budget	Workstream	+
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Phase 1: Planning



Application Updates Complete (Milestone)



Monday

High

In progr...

Program Design



Update Application Materials 5



Jen Ellis

Jul 24

In progr...

Communications ...



Update Supporting Documents 3



Jen Ellis

Jul 24

In progr...

Application & Revi.



Update Website & Resources 1



Jen Ellis

Jul 24

In progr...

Finance & Complia.



Operations Ready (Milestone)



Jen Ellis

Jul 27

In progr...

Events & Workshop



Program Administration 4



Jen Ellis

Jul 27

In progr...

Reporting & Asses.



Reviewer Process 2



Jen Ellis

Jul 28

In progr...



Application Tested (Milestone)



Gui Liao

Jul 28

In progr...



Quality Assurance 5



Gui Liao

Jul 28

In progr...

Add task...

Phase 2: Marketing and Launch



Marketing Launch



Jen Ellis

Aug 21

Low

Not start...

Program Design



Communication Materials 2



Jen Ellis

Aug 21

Not start...

Communications ...



Website Publishing 2



Gui Liao

Aug 21

Not start...

Application & Revi.



Launch Activities 3



Jen Ellis

Aug 21

Not start...

Finance & Complia.

Add task...

Phase 3: Application Period



Application Opens



Jen Ellis

Aug 24

High

Not start...

Program Design



Application Monitoring 3



Jen Ellis

Aug 24

Not start...

Communications ...

▼ Phase 4: Eligibility Review

⌚ Eligibility Review Complete	 Jen Ellis	Nov 6			Not start...		Program Design	
▶ ✓ Student Eligibility Verification 5 🗒	 Jen Ellis	Nov 6			Not start...		Communications ...	
▶ ✓ Compliance Review 2 🗒	 Icsanche@us...	Nov 6			Not start...		Application & Revi.	
▶ ✓ Application Review 3 🗒	 Jen Ellis	Nov 6			Not start...		Finance & Complia.	

Add task...

▼ Phase 5: Funding Committee Review

⌚ Committee Review Complete	 Jen Ellis	Nov 9			Not start...		Program Design	
▶ ✓ Review Preparation 3 🗒	 Jen Ellis	Nov 9			Not start...		Communications ...	
▶ ✓ Committee Evaluation 4 🗒	 Icsanche@us...	Nov 9			Not start...		Application & Revi.	
▶ ✓ Documentation 1 🗒	 Jen Ellis	Nov 9			Not start...		Finance & Complia.	

Add task...

▼ Phase 6: Award Decisions

⌚ Final Award Decisions Approved	 Jen Ellis	Nov 20			Not start...		Program Design	
▶ ✓ Approvals 2 🗒	 Icsanche@us...	Nov 20			Not start...		Communications ...	
▶ ✓ Award Finalization 3 🗒	 Icsanche@us...	Nov 20			Not start...		Application & Revi.	

Add task...

▼ Phase 7: Award Notifications

🕒 Award Notifications Sent	lc lcsanche@us...	Nov 23			Not start...		Program Design	
▼ ✓ Notification Preparation 2 🗒	lc lcsanche@us...	Nov 23			Not start...		Communications ...	
✓ Draft approval email	👤	📅					Program Design	
✓ Draft denial email	👤	📅					Communications ...	
Add subtask...								
▼ ✓ Notification Distribution 2 🗒	lc lcsanche@us...	Nov 23			Not start...		Application & Revi.	
✓ Send award notifications	👤	📅					Program Design	
✓ Track student acknowledgements	👤	📅					Communications ...	
Add subtask...								
▼ ✓ Recipient Support 1 🗒	lc lcsanche@us...	Nov 23			Not start...		Finance & Complia.	
✓ Answer recipient questions	👤	📅					Program Design	

▼ Phase 8: Payment Processing

⌚ Payment Requests Submitted	lc lcsanche@us...	Dec 11			Not start...		Program Design	
▼ ✓ Payment Administration 2 🗨	lc lcsanche@us...	Dec 11			Not start...		Communications ...	
✓ Prepare payment request list	👤	📅					Program Design	
✓ Submit payment requests	👤	📅					Communications ...	
Add subtask...								
▼ ✓ Payment Tracking 3 🗨	lc lcsanche@us...	Dec 11			Not start...		Application & Revi.	
✓ Track payment status	👤	📅					Program Design	
✓ Confirm payment completion	👤	📅					Communications ...	
✓ Confirm student receipt	👤	📅					Application & Revi.	
Add subtask...								
▼ ✓ Financial Reconciliation 1 🗨	🌻 Jen Ellis	Dec 11			Not start...		Finance & Complia.	
✓ Reconcile final payments against budget	👤	📅					Program Design	

▼ Phase 9: Recipient Follow-up

⌚ Outcome Report Collection Opens	 Jen Ellis	Feb 5, 2027			Not start...		Program Design	
▼ ✓ Student Follow-Up 2 🗨	 Jen Ellis	Feb 5, 2027			Not start...		Communications ...	
✓ Send recipient check-in							Program Design	
✓ Request outcome reports							Communications ...	
Add subtask...								
▼ ✓ Data Collection 3 🗨	 Jen Ellis	Feb 26, 2027			Not start...		Application & Revi.	
✓ Collect outcome reports							Program Design	
✓ Collect photos and testimonials							Communications ...	
✓ Collect success stories							Application & Revi.	
Add subtask...								
▼ ✓ Records Management 1 🗨	 Jen Ellis	Mar 5, 2027			Not start...		Finance & Complia.	
✓ Archive recipient materials							Program Design	
Add subtask...								

Add task

