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| **Step/Phase** | **Estimated Start Date** | **Estimated Completion**  | **Requirements (staff time, equipment, etc.)** |
| Equipment Purchases | January 2024 | March 2024 | * Cheese slicer
* Cheese grater
 |
| Explanation of how this contributes to the project outcomes described in the Project Summary, including any budget items required for this step:We have received a quote from our likely supplier of the cheese slicer and grater (requested in the budget). We anticipate that the equipment will be received within 3 months of the purchase date. If there are shipping delays, this would delay the rest of the project. |

**Project Work Plan and Timeline SAMPLE**

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| **Step/Phase** | **Estimated Start Date** | **Estimated Completion** | **Requirements (staff time, equipment, etc.)** |
| Product Development/R&D at University | February 2024 | May 2024 | * University contractor and pilot plant time
 |
| Explanation of how this contributes to the project outcomes described in the Project Summary, including any budget items required for this step:We will begin to develop the new formulation for the provolone. We will eventually run test batches in the pilot plant to determine our success. Possible delays include any issues with ingredients or unsuccessful test batches. We could also be delayed by late equipment. |

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| **Step/Phase** | **Estimated Start Date** | **Estimated Completion** | **Requirements (staff time, equipment, etc.)** |
| Export Consultant | June 2024 | September 2024 | * Export consultant
 |
| Explanation of how this contributes to the project outcomes described in the Project Summary, including any budget items required for this step:We will be working with Milkland export consultant (requested in the budget) to develop an export plan and identify local contracts.  |

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| **Step/Phase** | **Estimated Start Date** | **Estimated Completion**  | **Requirements (staff time, equipment, etc.)** |
| Demo Program (travel to Milkland) | September 2024 | September 2024 | * Flight
* Products
* Shipping
* Hotel
 |
| Explanation of how this contributes to the project outcomes described in the Project Summary, including any budget items required for this step:When we have our reformulated product and have developed an export plan, we will travel with 2 staff people to Milkland to demo our new provolone in a variety of stores and local markets. |

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| **Step/Phase** | **Estimated Start Date** | **Estimated Completion**  | **Requirements (staff time, equipment, etc.)** |
| Growth of product/Possible expansion | October 2024 | Future | N/A |
| Explanation of how this contributes to the project outcomes described in the Project Summary, including any budget items required for this step:After the grant period, we will continue to grow our brand and possibly diversify into other desirable cheeses in the Milkland market. |