***(this spreadsheet is for you to tell us the timeline of the activities you plan to carry out for this kaupapa)***

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| --- | --- | --- | --- | --- | --- | --- |
| **WHEN?**Date/s | **WHAT?**Activity | **WITH WHOM?**Target group/number of whānau | **HOW?**Responsibility – who will make this happen | **REQUIREMENTS** Resources required | **RISKS**Does anything need to happen first? | **COMPLETED**Yes/no?date |
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