

## **Project Plan Outline**

Before undertaking projects, especially large events, many issues can be resolved and/or prepared for in advance by using the outline below to draft a plan.

### **Outline for Project and Guide for Volunteer Planning**

- 1) Overview Statement of Project
  - a) Why this project is being done
  - b) General information about volunteer needs to complete project
- 2) Responsibilities and Job Descriptions
  - a) Club Officers
  - b) Committee Chairs
  - c) Others – Special Projects Leaders
- 3) Identifying the Volunteer Manpower Needed for Project
  - a) Overall Project Description
  - b) Volunteers needed (Numbers and task breakdown (driver, cook, info booth, sales)
    - i) Abilities and Capabilities
    - ii) Specific Task/Job Descriptions
- 4) Identifying Volunteer Pool and Recruiting
  - a) Approaching Groups
  - b) Approaching Individuals
  - c) Message to use (Description, Purpose, Special needs, Dress, Equipment, Benefits)
  - d) Sign-up and Scheduling
  - e) Follow up to Sign-up and Scheduling (Thanks for volunteering and confirm commitment)
  - f) Training
    - i) By whom
    - ii) When
    - iii) Where
  - g) Training Person/s
- 5) Risk Management
  - a) Insurance
  - b) Releases if required

**6) Handling Issues at the Event**

- a) Supervision identified (Overall and Task)
- b) Covering absences
- c) Breaks and Rest Periods
- d) Before You Go We Need to Know (Getting feedback from the volunteers)
  - i) Volunteer Contact Information
  - ii) Feedback on the Event
    - (1) Event value and volunteers perception of time spent at event
    - (2) Training Preparation
    - (3) Supervisors
    - (4) Other Comments

**7) Acknowledgements and Awards**

- a) Thank You – After sign up. Call or card reminder. *See 4e above*
- b) Thank You – After the event
  - i) Groups
  - ii) Individuals
- c) Special Recognition
  - i) Certificates
  - ii) Other special services
    - (1) Total time
    - (2) Top Producer
    - (3) Others (Cleanest, Dirtiest, Oldest, Youngest, etc.)

**8) After Action Report and Evaluation**

- a) Current Model and Recommended Changes
- b) Customer Feedback
- c) Volunteer Feedback