

# UCWC PROJECT PLAN WORKSHEET

		Check below when done
<b>STEP 1</b>	<b>DETERMINE NEED, FEASIBILITY AND AUTHORIZATION FOR YOUR PROJECT</b>	
	Does the project fit with the UCWC mission?	
	Can you tie it to one of the ends or subends statements?	
	Have you brought it up to the Program Council to ask for their opinion, support and experience?	
	Does it involve resources such as a budget that the Executive Committee needs to approve?	
	Have you discussed it with the Executive Committee?	
	Have you assembled a team to carry out your project; no one should take on the full load of something by themselves.	
<b>STEP 2</b>	<b>DEVELOP AN ACTIVITY LIST.</b>	
	This is a detailed list of everything that needs to be done for your project to be a success.	
	Some examples could be:	
	Contact the office administrator to reserve the building.	
	Recruit volunteers to sell tickets.	
	Recruit volunteers to do set-up and clean-up on the day of the event.	
	Meet with outside vendors or contractors or suppliers or caterers to determine their needs and availability.	
	Develop a communications plan (see Step 4 below)	
	Build a budget that shows estimated project expenses and income for the project.	
	Contact Finance committee to get their help in recording income and expenses for the event.	
	Contact R.E. Director if babysitting will be needed.	
<b>STEP 3</b>	<b>PLAN A PROJECT SCHEDULE WITH A CALENDAR</b>	
	Decide how long the above tasks should take, when they should be started and when they should be completed.	
	Assign a person to be responsible for each of them to insure they get done when you need them done.	
<b>STEP 4</b>	<b>CREATE A COMMUNICATIONS PLAN TO LET THE CONGREGATION KNOW WHAT'S HAPPENING</b>	
	Decide what needs to be communicated, to whom, when.	
	Does it go in the Fellowship, Connections, or the order of service or on the website or on all of these?	
	Working backwards from the day of your event, when do you need to have information in to all of those?	
	What are the deadlines for submission?	
	Be sure to include the following points in your communications: who, what, when, where, why, how. Example: <i>On January 21, Martin Luther King Day, UCWC will hold an event at our meeting place, 501 S. High St. If you are interested in participating, email socialjustice@ucwc.org by January 5, and fill out the form that can be accessed at the url below. You can also pick up a form on Sunday morning at the table in the back of the sanctuary.</i>	
<b>STEP 5</b>	<b>CARRY OUT THE PROJECT SCHEDULE AND COMMUNICATION PLAN AS CREATED</b>	
	Have regular conference calls or meetings to insure deadlines are met?	
	Adjust deadlines as needed due to unforeseen circumstances. (Stuff happens!)	
<b>STEP 6</b>	<b>WRAP UP AND FOLLOW UP</b>	
	Take notes on what worked and didn't work for the next person who does this.	
	Keep records of what was done, who was contacted, etc.	
	Keep records of money that was taken in or spent and where it came from or went to give to the Finance Committee.	
	Acknowledge and thank those who helped.	