

PROGRAM IDEA!

Describe in 2 sentences:

Is there a time of year this program should take place?

What, where, when, why, how?

Resources

Staff contributions through time and knowledge?

What can partners contribute?

Funding source?

What space and materials are needed?

Communication

How share idea with stakeholders to get buy-in?

How will team communicate?

How will team work with partners to plan and show them gratitude?

How will we reach our users/ market to them?

ACTION STEPS!

What's the first thing I can do to move this project forward?

People

Who are our:

Stakeholders?

Community Partners?

Staff?

Users?

What stumbling blocks might be faced?

What are some possible proactive solutions?

What will motivate to keep going?

Challenges

What does success look like?

How will program be evaluated?

Who do we share success with?

Accomplishments

What needs to be done:

Now:

Soon:

In 1 month:

In 3 months: