

Program Plan Sandbox

Sketch initial ideas and refine them
before filling out your final plan



Program Idea!

Describe in 2 sentences:

Is there an ideal time of year when 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?

Challenges

What stumbling blocks might be faced?

What are some possible proactive solutions?

What will motivate team to keep going?

Communication

How do we share ideas with stakeholders to get buy-in?

How will team communicate?

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

How will we reach our users/ market to them?

People

Who are our:

Stakeholders?

Community Partners?

Staff?

Users?

Accomplishments

What does success look like?

How will program be evaluated?

Whom do we share success with?

Action Steps!

What can I do to move this project forward?

Now:

Soon:

In 1 month:

In 3 months: