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:**