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?

People
- Who are our:
  - Stakeholders?
  - Community Partners?
  - Staff?
  - Users?

Challenges
- What stumbling blocks might be faced?
- What are some possible proactive solutions?
- What will motivate to keep going?

Accomplishments
- What does success look like?
- How will program be evaluated?
- Who do we share success with?

ACTION STEPS!

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

What needs to be done:
- Now:
- Soon:
- In 1 month:
- In 3 months:

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