

___ Short-term
___ Longer-term

Goal # _____

Strategy Description: **In one or two sentences, how can you clearly define the scope of the project?**

Key steps/activities:

What kinds of broad activities need to be part of the project plan?

Potential members:

Which individuals/positions need to be represented in the group to bring the best input, ideas, and expertise to the project?

Convener:

Funding considerations: What resources are required to make the project a reality? To sustain it? What sources currently exist? What issues exist?

Communication and engagement issues: How will you keep others abreast of your progress? How will you promote two-way communication about the project? How will you let others know about recommendations/changes?

Deliverables: At the end of the project, what items will the group produce (e.g., a report, a new/revised process, a survey, a website, publications)?

Timeframe (start-up, milestones, target completion date): What is a reasonable amount of time for the project? (Keep in mind operational calendar, lead time for notification of changes, etc.)

Effectiveness measure(s):

What information will tell you whether the planning has been successful in reaching the desired outcomes?

How to move the project to action (multiple choice):

- Delegate to existing committee (if so, which one?)
- Delegate to executive group
- Form task force (chair? members?)
- Other

What needs to be done to ensure the project moves forward?