HANDOUT #9

Project Implementation Planning

Purpose: To break down large projects into smaller manageable tasks
To determine what needs to be done and who will do it
To determine how long it will take to complete a large project
To see your successes over time

How to Use the Project Implementation Plan

The key to using this is to clearly think through all the steps you will need to take to accomplish what you have decided you need to do to move your nonprofit forward. By breaking down big projects into small pieces and figuring out where to start, you can see more easily what you have to do to get the big job done.

1. Fill in the tasks

   Each task should start with an action verb: research, recruit, contact, develop, implement, etc.

   Break large tasks into smaller sub-tasks that can be accomplished in a reasonable period of time.

   <u>No task should take longer than 2 weeks.</u> If it does, consider breaking it down further.

2. Fill in Responsibility

   There should be one person who is responsible for making sure the task gets done.

3. Establish Target Start and End Dates

   The dates when the task is planned to be started and completed.

4. As tasks are completed, fill in the Actual Start and End Dates

   The dates when the task is actually started and completed. These are useful in monitoring and assessing progress and validating the time estimates.

5. Monitor progress

   Put this on your board agenda and discuss progress regularly

   Ask about any problems people are having in completing the tasks. This of ideas and ways to help that person.

   If a task doesn’t make sense any longer, change it or delete it.

   Add tasks as you see other things that need to get done.

Project Implementation Plan

Activity ______________________________ Date of this version of the plan ___________ Page ___ of ___

Task	Responsibility	Target Start Date	Target End Date	Actual Start Date	Actual End Date