

Project Volunteering

This resource has a series of templates which are useful when planning for, and engaging project volunteers in your organisation.

Initial Project Planning	Details	Further Action
<p>1. Conduct Needs Assessment Have project volunteers been used successfully in the past?</p> <p>Have we conducted a 'skills mapping' exercise in our organisation to determine where we might have organisational strengths and weaknesses?</p> <p>In what way would project based volunteers strengthen the identified weaknesses or provide assistance to our organisation? (How might project volunteers increase our organisational capacity?)</p> <p>What possible challenges could there be in involving project based volunteers?</p>		
<p>2. Gather Stakeholder Input What areas of the organisation could utilise the services of a project volunteer? (Consider finance, marketing, graphic and web design, document editing, proposal writing, event planning and organisation.)</p> <p>What types of activities could we use project volunteers for?</p> <p>Who would be responsible for monitoring the project volunteers' work?</p>		
<p>3. Scope Out Project What will the project entail? (Write as many details as possible)</p> <p>Who will the volunteer report to or liaise with?</p> <p>What barriers might be encountered during the project? (Consider any political, economic, social, technological, environmental, legislative)</p> <p>Is the project volunteer driven or organisational driven? (Who designed the project?) What are the implications of this?</p> <p>What flexibility is provided through the project? (Do you have scope to adapt the project to suit/meet any environmental changes?)</p> <p>What timeframes and outcomes apply to the project?</p>		

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<p>4. Engage Volunteers What methods of recruitment or engagement are you using? What preparation, training and orientation will volunteers need for the project? Will volunteers be working individually or part of a team?</p>		
<p>5. Monitor Project What has been achieved so far? Is the project on track to meet its objectives?</p> <p>Volunteers What steps have been taken to ensure that volunteers are satisfied with project stages and outcomes? What methods are used for recording volunteers' experiences and learning?</p>		
<p>6. Evaluation the Project What strategies will be used to evaluate the success of the project? What are the benefits to the volunteer and the organisation? Do we have volunteers returning for other (future) projects and events?</p>		

Project Definition Form*			
Project Title	Put a very brief title here	Sponsor	Insert actual sponsor name (if applicable)
How does the project link with the organisation's strategic plan or mission?			
Project Background	The background to the project.		
Project Benefits	An outline of what the benefits are to the organisation, individuals or stakeholders in delivering the project.		
Project Objectives	The specific objectives for the project. NOTE: the objectives can be one line or a more detailed text.		
Project Deliverables	What you will be delivering at the end of the project. NOTE: these are what you will have at the end of the project, e.g. a report, a painted room, improved service levels, etc.		

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This project will include	This project will not include
This section defines the boundaries of the project.	Planning details should not be included at this stage.
Success Criteria	How you will measure the success of the project. NOTE: the success criteria must be measurable.
Constraints	Examples here can be specific (a skill which the project team must have) resources, or a legal deadline. NOTE: only include time and money if you can quantify them.
Key Assumptions	The assumptions you are making in putting this document together.
Project Manager	Who fulfils this role and what they do.
Project Sponsor	Who fulfils this role and what they do.

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Project Board/Steering Group Members	Who fulfils these roles and what they do. NOTE: may not be appropriate for all projects.	Project Team Members	
Budget			
Resource Costs		Other Costs	
Total Costs (attach a breakdown of the overall budget)			
Start Date		Completion Date	
Signature of Project Manager		Date	
Approval from Sponsor		Date	

Defining Project Responsibilities*

Use this template to keep track of who is responsible to each area of the project.

Task/Activities				

* Adapted from 'The Project Agency' Project Management Tools