








A PURPOSE-DRIVEN WORKFORCE.
A STRONGER COMMUNITY.

Project Scoping Template

This resource can be used by nonprofit partners to identify organizational challenges, narrow challenges down into potential SBV projects, and - identify the deliverables where skilled-volunteers should focus their efforts.

Organization Name:	
Organization Mission:	
Strategic Organizational Goals	
1.	2.
3.	4.
Project Identification	
Of your organizational goals over the next year, which goal is a priority for a skilled volunteer project?	
If achieved, how will this goal help your organization better serve its clients (or meet its mission)?	
What is your organization currently doing to meet this goal?	
In an ideal world, what would you be doing to meet this goal?	
What resource, product, process, capacity, etc. do you need to achieve this goal?	



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Project Scoping Template Cont.

Project Readiness	
<p>Project Goals</p> <ul style="list-style-type: none"> Show the project's role within the overall program or organizational strategy Goals should be able to be documented Upon completion, what will your organization be able to do that it isn't able to do now? 	
<p>Project Scope</p> <ul style="list-style-type: none"> What are the major components and milestones? What should be achieved at each of these stages? How will success be documented? 	
<p>Project Leadership</p> <ul style="list-style-type: none"> Who will serve as the "point person"? Who will be responsible for project implementation? Who else will need to support this project? 	
<p>Post-Project Support Plan</p> <ul style="list-style-type: none"> How will you communicate next steps to organization staff? How will the projects meet organizational goals? Which staff resources will be dedicated to make sure that happens? Who else should know about the finished project (board members, media, volunteers, etc.) What financial or other resources are needed to continue the project long-term? 	