Wisdom Keeper Project Initiation Form

Name of Project:_____

Project Lead/Chair: **Initial Date:**

Project Team Members: **Update Date:**

Project Sponsor/Partner:

Board Oversight Liaison:

NOTE: Projects are a temporary endeavor undertaken to address an unmet need and create a unique product, service or result. Wisdom Project's involvement will have a beginning and end. Note that WP may want to redefine or deny approval if the project is not well defined, does not improve the community, is very difficult to execute/accomplish, has no sponsor/support, or is missing any of the details below.

RETURN the completed form to info@WisdomProject2030.org.

Project Purpose (Mission):

Please give a brief overview summary of why this project will exist, what it will be doing, how it will do it, and to/with whom.

Sponsor/Partner Contacts (including email/phone number):

Here please specify the organization or persons the project will work with. In most cases WP will be partnering with another organization ensuring a place of transition if the project creates an ongoing service. If WP is not partnering with another organization or person, sustainability should be addressed as WP does not continue ongoing activities past the initiation of the project. An example of a project with a partner is Plan in a Can which established the assembly and distribution of the cans with NGHS participation who then took over the service. An example of project with no partner was the development of ITN Lanier which became a separate nonprofit organization, but this should be a very rare occurrence.

Project Benefits:

Please expand on the community need this project will address. Who or what is in need and how will it benefit them and/or the community?

Project Objectives:

First develop and provide the overall big objectives of this project. What is it you intend to accomplish that impacts the community? SMART objectives or deliverables are: Specific, Measurable, Achievable, Relevant, and Time-bound.

It is also recommended that a task/activity sheet be developed that lays out the task, who is responsible, and a time for completion. Many projects have utilized a spread sheet (excel) for this.

How Will We Determine Success (& how will it be measured)?

Ideally, if objectives have been met, then the project is successful. Most if not all objectives should be measurable for success to be determined. Also list any additional items that may help identify success.

Resources/Funds Needed – How Will They Be Secured:

Resources may include project team members with essential skills (i.e., marketing, fundraising, communication, accounting, source of community contacts, passion for the cause or specific skills like carpentry, painting, driving, etc.)

Other resources may be products, supplies, or materials that are needed.

If funding is needed specify what is needed, the amount of funds, and the potential source of the funding. Limited funding may be available within WP (<$500) and our fundraising committee may also be consulted on fund raising strategies if funds are not available from the sponsor/partner agency.

Timeline/Duration:

Projects are not ongoing and should be completed within one year. If unable to complete in that timeframe, consider breaking the project into phases. Example is the Green House Project has established a specific objective for 2022: Set up a Legislative Study Committee in House of Representatives to expand long term care options.

How Project Will Be Sustained in the Future:

Will this project continue, and if so, how will it do so beyond the direct involvement of the Wisdom Project team?

Progress to Date (attach additional document if preferred):

To help update this document, particularly after the initial writing, please provide a summary or overview of the progress to date. Spreadsheets, project plans, minutes from meetings can be used as additional documentation.

Total Collective Hours Worked to Date:

Include all committee members hours in aggregate.