

Lakeside Project Planning Outline

I. Project Idea: A project idea is born

II. Evaluate: Does this fit the Lakeside mission/value?

III. Create a project design team:

- a. Establish goals of the event
- b. Schedule time of event
- c. List resources needed (money, people, materials, facility, etc.)
- d. Vision exercise: What will the event look like? What tasks need to take place to get it to look like that?
- e. Assign person responsible and due dates for each task
- f. List subteams needed
- g. Project costs and secure funding
- h. Execute plans that are made
- i. Create a timeline when tasks need to be complete. Be aware of which tasks depend on others being completed before they can be worked on.

IV. Project leader

- a. Maintains up to date master task list
- b. Contact list for design team and subteams
- c. Communicates information updates to teams
- d. Keeps teams on tasks and deadlines
- e. Troubleshoots with team members
- f. Monitors budget performance

V. Evaluate effectiveness, learn lessons, recommend follow up plan.

VI. When the project is done, the design team is done

Lakeside Project Planning Notes

Goal/Objective:

Who needs to be involved? Who is affected?

Who is the coordinator/project leader?

Dates, times, timeline of events: Approval by leadership team required. Event will be added to calendar following approval.

Place: Refer to Room Reservation Request Form, if applicable.

Supplies needed:

Volunteers needed:

Money needed and from where: Refer to Check Request Form, if applicable.

Communication Plan:

Committees:
Facility Coordinator
Bookkeeper:
Congregation*:
Staff:
Community*:
Other:

*Marketing: Refer to Lakeside Communication Request Form

