**PROJECT DESCRIPTION** (template)

Instructions: The purpose of this template is to assist you and your leadership team in developing a project that is impactful and is likely to be successful. A survey of successful projects both in Cleveland and across the county has shown the following to be key indicators of success:

1. Top-level leadership of the agency is involved in the development of the project description (shared ownership of both process and outcomes)
2. Projects are designed to engage the highest skills of the Fellows (Fellows are not seen as a source of inexpensive labor)
3. Agency commits to providing material support needed for successful project completion
4. Project success, with measurable milestones, is clearly defined at the outset (even though these might evolve as the Fellow engages the project)
5. CEO commits to regular meetings with the Fellow (supervision may be by VP or department chair, but Fellow / CEO should meet at least monthly)

This form attempts to capture your responses to these criteria for success. After you have completed this form, return it to Sarah Castle, scastle@bvuvolunteers.org. If you have any questions, please email or call us.

|  |  |
| --- | --- |
| **Date** |  |
| **Nonprofit Agency:**  |  |
| **Exec. Dir / CEO:** |  |
| **Telephone:** |  |
| **Email:** |  |

**Position/Project Title:**

**Duration (start/complete dates):**

**Position/Project Description (25 – 50 words: “short” version to be used in recruiting candidates)**

**BVU Fellow Role** (*Describe the Fellow’s specific role.*)

**Who will supervise and support the fellow?:** *(Name and title)*

**Work Location(s):**

**Onboarding** **and Integration**

What will your organization do to onboard and integrate the BVU Fellow into your organizational mission and work?

**Organizational Need for the Position/Project**

Describe high priority work that builds lasting organizational capacity and cannot be accomplished with existing resources.

**Project Timeline**

Describe major phases of the project and expected completion dates.

|  |  |
| --- | --- |
| **Phase description** | **Start / end dates** |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |

**Measuring Impact**

What are the Position/project goals (or deliverables) and how will each be measured?

|  |  |
| --- | --- |
| **GOAL** | **Measurement of Success** |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |

**Key Inputs or Dependencies**

What will your organization provide that is critical to the success of the position or project (e.g., information, access to individuals or functions within the organization, office space, equipment or services, and other dedicated resources)?

**Sustainability of the Work**

What resources, people and funds will the organization dedicate to maintaining the project deliverables once the Fellowship/project is completed?

Submitted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (title)

Names of Individuals (with titles) who participated in the development of this project:

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_