**Your Project Plan**

Directions: Complete this project plan by Wednesday, November 1. Submit it to [fellows@ofa.us](mailto:fellows@ofa.us) and your fellows leader, if you have one. Submit one plan per team.

**Project/event title:**

**Date:**

**Location** *(please include city, state):*

**Project description** *(include what problem you are trying to address)*:

**Project goals** *(what would make this a success?)*:

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| --- | --- | --- | --- | --- |
| **Task** | **Steps** | **Due Date** | **Team Member responsible for task** | **Status/Notes** |
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**Things to remember:**

* Have folks assigned to taking photographs and sharing your event on social media.
* Use the hashtags **#OFAfellows** and **#OFAction** before, during, and after the event
* Definitely send a recap of your event to RSVPs and fellows@ofa.us

# Sample Project Plan

**Project/event title:** Climate Action NOW Speaker Series

**Date:** 12/15/17

**Location:** Jupiter, Florida

**Project description:** Host a panel on new climate change initiatives, raising our profile among groups working on environmental issues on December 15, 2017

**Project Goals**

* We land 4 star speakers (major players) with a range of perspectives
* At least 80% of invitees attend, including reps from significant allies and at least 3 newcomer groups
* 90% “highly satisfied” with the event
* 85% sign up to join our mailing list
* “Smooth execution” of all logistics (on-time, all speakers briefed, enough food and drink, no tech issues)

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| --- | --- | --- | --- | --- |
| **Task** | **Steps** | **Due** | **Team Member responsible for task** | **Status/Notes** |
| **Overall** |  | **Dec. 15** | **Team: Sue, Dan, John, Rachel, Tina** | **In Progress** |
|  | Make the conference a smash hit | Dec. 15 |  | DONE |
| **Panel discussion** |  | **Dec. 15** | **John (Sue & Carlos to help make calls)** | **In Progress** |
|  | Draft outline of topics we want covered in discussion | Oct. 28 |  | DONE |
|  | Draft email invite for speakers | Nov. 3 |  | DONE |
|  | **Confirm list of speakers and arrange call with speakers** | **Nov. 17** |  | DONE |
|  | Send speakers email with info on other panelists, our publications, proposed outline for discussion | Nov. 20 |  | DONE |
|  | Revise and send out final outline for discussion | Dec. 15 |  | Append notes from call |
| **Invite** |  | **Dec. 8** | **Rachel** | **In Progress** |
|  | Brainstorm session with team re: how to get the word out | Nov. 10 |  | DONE |
|  | Draft invite | Nov. 19 |  | DONE |
|  | **Finalize and send out** | **Dec. 8** |  | Tina to track responses – check numbers periodically |
|  | Email reminder to RSVPs | Jan. 5 | Tina |  |
| **Materials** |  | **Dec. 17** | **Sue and Dan** | **In Progress** |
|  | Draft program and inserts | Nov. 20 |  | See ‘07 program |
|  | **Finalize and make copies** | **Dec. 17** | O – Tina | Use heavy paper |
| **Logistics** |  |  | **Sue, Tina, John, Rachel** | **Pending** |
|  | Set up signs, chairs, welcome table |  |  |  |
|  | A/V set up and testing |  |  |  |
|  | Paper, pens, water bottles for speakers |  |  |  |
| **Post-event** |  | **Dec. 17** | **Dan, Sue, John, Rachel, Tina** | **Pending** |
|  | **Conduct debrief of event w/ Dan, Tina, Rachel, John, Carlos** | **Dec. 20** |  |  |
|  | Send event recap to RSVPs and OFA | **Dec. 17** |  |  |