

## Establish Project Goals, Plans and Timeline

### Sample Project Plan

Project Name: Closing Sheltered Workshop

#### Introduction

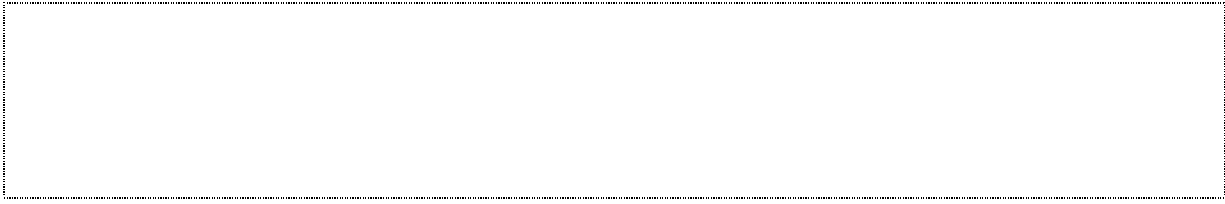
What is the need or opportunity?

*(Identified through your research)*

How does this plan intend to respond to the need or opportunity? Do any opportunities exist for collaborating with other organizations? *(Identified through your research and assessment)*

How does this plan fit with the organization's mission and vision, as well as the goals of any associated master plan?)

What are the start-up and ongoing funding requirements and when needed? What other funding sources exist for this initiative?

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What impact on the organization is expected if the plan is implemented?

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**The Value Proposition**

Who are the primary stakeholders? Describe how this plan will create value for them. What are the expected benefits to the target audience(s)? *(Identified through your research)*

What evidence exists that suggest that this initiative be successful? *(Identified through planning)*

What is the revenue model for this initiative? If new revenue is the goal what is the source? Consider operational savings and various funding sources as part of your model.)

## Implementation Plan

What are the major implementation tasks? Begin with progress accomplished to date.

(Complete this section with only your major tasks.)

<b>Timeframe</b> (by when?)	<b>Task to be achieved</b>	<b>\$ Required</b>	<b>Who is responsible</b>	<b>Prerequisite</b>	<b>Next step event</b>
	Test pilot, incorporate recommendations from pilot.				
	CI Master Implementation Plan completed and approved				
	Complete and initiate new transportation system				
	Hire and orient new positions:				
	Exposure Phase initiated and completed				
	Evolving Staff Role Plan complete and implemented.				
	Staff readiness assessed at 90%.				
	Family/guardian readiness assessed at 90%.				
	Identify and begin collecting the data needed from the exposure phase using ECR				
	Re-assess consumer interest and reactions to exposure phase. Obtain family feedback.				
	Employer Communication Strategy- process for identifying and securing new work sites begins				

	Establish and implement consumer planning/activity scheduling system using ECR				
	Establish Community Liaison functions				
	External Communication Plan Phase I roll-out (family/guardians)				
	Performance measuring systems in place				
	External Communication Plan Phase II roll-out (school systems)				
	Begin collecting performance measuring data				
	Revisit the integration process for new individuals				
	Transportation system enhancements complete				
	Risk Management Plan completed with policies and procedures implemented				
	Community partnerships identified for program, pick-up/ drop-off space				
	Completion of How-To manuals				
	Significantly develop Community Opportunities				
	Identify community-based “enrichment” centers (alternative sites)				
	Identify community-based career development/skill building sites.				
	Identify community-based production sites.				

	Establish community-based “enrichment” centers (alternative sites)				
	Establish community-based career development/skill building sites.				
	Establish community-based production sites.				
	180 consumers from sheltered programs relocated to community-based locations				
	Assess consumer integration, referring to baseline data and planned goals.				

## Risk Management

What major risks exist that could negatively impact this initiative, the organization, or the consumers? How can these risks be minimized or avoided? *(Discuss the risks and your strategies)*

*Ranked in order of significance.*

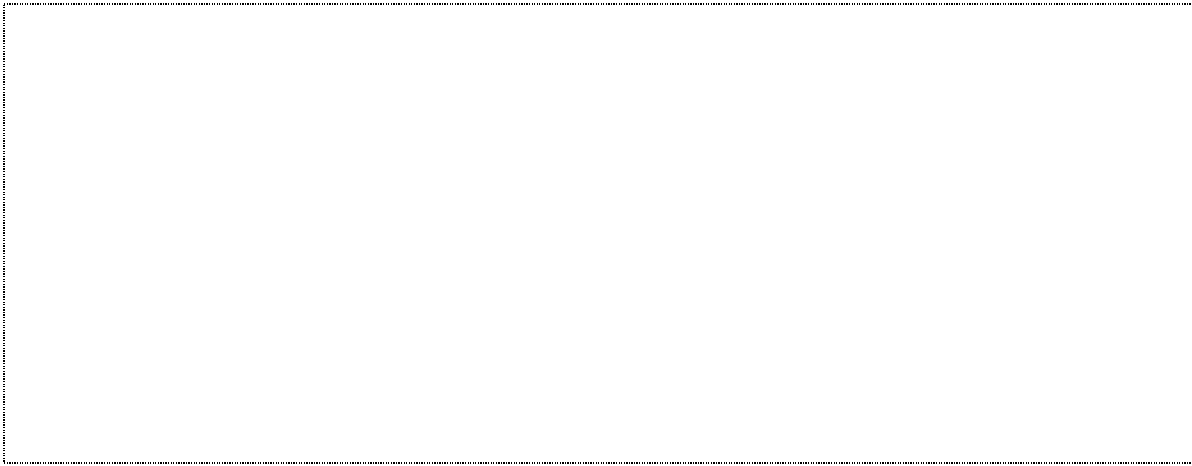
Rank	Risk	Potential Impact	Strategy
	Seizures/restraints		
	Consumer injures a community person or vice versa.		
	Consumer Hygiene; Presentation.		
	Staff mistreat consumers in public		
	<b>Transportation Issues and Risks</b>		
	Staff speeding in van with consumers		
	Leaving a consumer in a van		

Are there any competitive risks? If so, what competitive strategies will be employed?


Rank	Competitive Risk	Potential Impact	Strategy
<b>P</b>			
<b>U</b>			
<b>S</b>			
<b>I</b>			
<b>N</b>			
<b>E</b>			
<b>S</b>			
<b>S</b>			

## Communications & Marketing

Describe all applicable staff training, communication, and buy-in issues. Also address any internal marketing strategies. Use the Implementation Plan to outline tasks and deliverables.



Describe all applicable external marketing issues. Use the Implementation Plan to outline tasks and deliverables.





# Quality Control and Performance Measuring

List all your assumptions (business, stakeholders, operational, financial, etc.) below.

Measure	How data is to be collected	Data will be used for	Data will be reviewed by and how often

What are the quality standards and how will performance be measured?

Measure	How data is to be collected	Data will be used for	Data will be reviewed by and how often

Issues of the question for future consideration (*Use this section for “parking lot” questions.*)

	To be addressed

Areas requiring on going monitoring (*to be completed by Senior Management*)

To be monitored	Next review