

Project Management Plan

| Task Order | Task (Be Specific) | Start Time | Time Required | # of Vols | Supplies Required | Supplies Provided By: |
|---------------|--|------------|---------------|-----------|--|-----------------------|
| 1 | Introduction, orientation, safety presented by Nonprofit Staff | | 1/4 hour | all | Sign-in sheet releases Coffee/snacks (opt) Photo Water | Non-profit |
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| | Wrap Up/ Thank You | | 1/4 hour | all | Handouts, brochures, donation information | Non-profit |
| Back Up Tasks | | | | | | |
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| # of Volunteers: | |
| Day of Week: | |
| Start Time: | |
| End Time: | |
| Total Time: | |

Sample Project Plan - Painting Conference Room

| Task Order | Task (Be Specific) | Start Time | Time Required | # of Vols | Supplies Required | Supplies Provided By: |
|---------------|--|------------|---------------|-----------|--|-----------------------|
| 1 | Introduction, orientation, safety presented by Nonprofit Staff | 9:00 a.m. | 1/4 hour | 8 | Sign-in sheet releases Coffee/snacks (opt) Photo Water | Non-profit |
| 2a | Move furniture out of room | 9:15 a.m. | 1/2 hour | 4 | None | |
| 2b | Tape off all trim, door knobs, lay out drop cloths | 9:15 a.m. | 1/2 hour | 4 | Tape, drop cloths | Non-profit |
| 3 | Paint conference room | 9:45 a.m. | 2 1/2 hours | 8 | Paint, brushes, rollers, pans, buckets, ladders, extension poles, gloves, face masks | Non-profit |
| 4a | Clean painting materials | 12:15 p.m. | 1/2 hour | 3 | None | |
| 4b | Remove tape, drop cloths, move furniture | 12:15 p.m. | 1/2 hour | 5 | None | |
| 5 | Wrap Up/ Thank You | 12:45 p.m. | 1/4 hour | 8 | Handouts, brochures, donation information | Non-profit |
| Back Up Tasks | Sort clothing donations | | | | None | |
| | Organize children's library | | | | None | |

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| # of Volunteers: | 8 |
| Day of Week: | Tuesday |
| Start Time: | 9:00 AM |
| End Time: | 1:00 AM |
| Total Time: | 4 hours |