

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		1/2 hour	all	Sign-in sheet Photo releases Water Coffee/snacks (opt)	Non-profit
	Wrap Up/ Thank You		1/4 hour	all	Handouts, brochures, donation information	Non-profit
Back Up Tasks						

# 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.	1/2 hour	8	Sign-in sheet Photo releases Water Coffee/snacks (opt)	Non-profit
2a	Move furniture out of room	9:30 a.m.	1/2 hour	4	None	
2b	Tape off all trim, door knobs, lay out drop cloths	9:30 a.m.	1/2 hour	4	Tape, drop cloths	Non-profit
3	Paint conference room	10:00 a.m.	2 1/4 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	

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