

# Desired Outcomes

- Understand what we are stepping into before we commit
  - Scope
  - Objectives
  - Ownership
  - Cost
  - Team Makeup
  - Risks (cultural, operational, resource)
- Strong coordination between teams
- Effective communication throughout project duration
- Identification of funding and resources before implementation
- Plan future projects/initiatives and make tradeoff decisions based on funding availability, resource availability and complexity

# Project Criteria

## Executive Team Initiated Projects

- Does the executive team all agree to move forward with this idea?
- Will this help us accomplish our mission to make gospel centered disciples?

## Ministry Initiated Projects

- Does the responsible ministry director agree to move forward with this idea?
- Does this idea align with my ministry framework?
- Will this help us accomplish our mission to make gospel centered disciples?

If the answer to ALL questions above is yes, then consider the following criteria.

Will implementation of this idea:

- require participation, ownership, or funding beyond my team?
- cost more than \$5000?
- add a recurring annual expense of \$5000 or more?

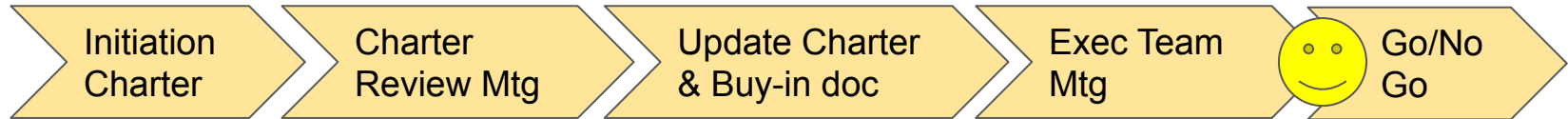
If the answer to ANY of these questions is yes, your idea is considered a project and should go through this project initiation process.

# Examples of Recent Projects

- Rename/Rebrand
- New website
- Classroom upgrades
- Loft renovation
- Theater expansion
- F1 Go database conversion
- Story videos
- Capital campaign
- Wednesdays @ Mission
- F1 Go app
- New 3-in-1 class
- Auditorium upgrades
- Hub remodel/improvements
- Parenting Course

# High Level Project Flow

## Initiation Phase

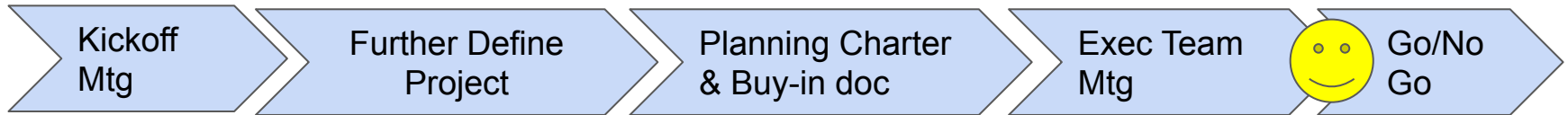


### Outputs:

- Completed Initiation Charter with:
  - project description
  - objectives
  - scope
  - owner
  - project manager
  - estimated cost
  - desired completion date
- Initiation Buy-in document with:
  - documented concerns
  - items for further discussion
  - stakeholder buy-in status
- Exec team decision to move forward to planning phase or not

# High Level Project Flow

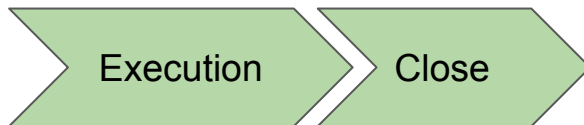
## Planning Phase



### Outputs:

- Completed Planning Charter with:
  - revised scope
  - objectives
  - risks
  - validated cost estimates
  - proposed project schedule
  - proposed communication plan
  - supporting documentation
- Planning Buy-in document
- Exec team decision to move forward to execution phase or not

## Execution Phase



# Project Process Terminology

**Owner:** A person with an idea who initiates the project process, owns the project, and updates the project charters.

**Stakeholders:** Anyone that may affect, be affected by, or perceive themselves to be affected by a decision, activity, or outcome of a project.

**Project Manager:** The person assigned by the organization to lead the team that is responsible for achieving the project objectives.

**Project Team:** A group of people that support the project manager in performing the work of the project to achieve its objectives.

**Program Manager:** The person assigned by the organization to oversee the portfolio of projects and communicate updates to the finance and executive teams.

# Program Management

