

Project Road Map Guide



Project Roadmap Overview

This *Project Roadmap* for volunteer projects is a strategic framework that outlines the timeline, key tasks, and phases from idea inception to closure. It guides the planning, execution, and finalization of volunteer initiatives, ensuring efficient utilization of resources and successful project outcomes.

Building upon this framework, the following sections break down the different phases of the roadmap into actionable steps, each designed to ensure the successful progression and completion of volunteer projects.



The Project Origination Phase



The Project Planning Phase



The Match



The Project Execution Phase



The Project Closure Phase

Let's dive in and begin crafting your project roadmap to success!



The Project Origination Phase

The Project Origination phase is the first phase in the project roadmap and entails developing ideas for projects. During this phase, you will identify your organization's needs, begin to assess those ideas for the ones that are the highest priority, and think about the best time of year to accomplish this project.

Project Ideation

Purpose: The Project idea that is generated in this phase will be identified as a project the organization wants to pursue.

Benefit: Ensures the organization has evaluated its needs and selected a project that is both desired and feasible to implement given known constraints.

Function: Will identify at a high level the project that the organization would like completed.

Project Ideas	Time of year to complete	Priority
Spring/Summer planting garden beds at Hufflepuff House for residents	May - June	1
Landscape and beautify perimeter of Hufflepuff House. Residents would like perennials/bushes for privacy and to brighten up space. Trees and shrubs need to be trimmed and beds weeded	March - October	1
Paint front porch of Hufflepuff House	March- October	1
Mindfulness kits for Slytherin 400 – Assemble kits for each child to bring home and kits for teachers to keep in classroom	August – September preferred - would do anytime	2
Snack Kits for Hogwarts Campers - 2000	May – Early June	3
Hygiene Kits for Hogwarts Campers - 1200	April – Early June	2
Build Picnic tables and benches at Hogwarts	Anytime	2
Mulch the playground at Gryffindor House. Maybe clean equipment. Need new swings and benches	Anytime	3
Clean and organize Ravenclaw's art room and theater (backstage) room and closets	Anytime – Preferably before school starts in August	3
Food Prep and serving for Holiday Party	Date in December TBD	2
Wrap Holiday gifts and decorate Hogwarts houses	November preferred	3

Project Ideas	Time of year to complete	Priority



The Project Planning Phase

The Project Planning Phase is the second phase in the project roadmap. It entails determining and documenting all the details necessary to implement the project successfully and involves creating a set of plans to help guide your team through the execution and closure phases of the project.

The plans created during this phase will help you to manage time, tasks, supplies, cost, quality, change, risk, and issues. They will also help you manage staff, volunteers, and external suppliers, to ensure that you deliver the project on time and within budget.

Project Plan

Purpose: The Project Plan is the document that formally authorizes the project to be submitted, sets the goals of the project, and serves as a roadmap that everyone will follow to implement the project successfully. It guides the team through all details from obtaining resources to organizing tasks and timelines to preparing teams for obstacles or unknowns.

Benefit: Ensures all the details of the project are identified, thought through, and communicated while ensuring project goals are met.

Function: These documents are created by the organization who will be managing the project, most likely the nonprofit agency. They provide an overview of the project including the overall purpose and goals, roles, project contacts, and project logistics including schedule and volunteer information. It serves as the detailed guide and gives the team direction for the project.

Sample Project Overview

Organization/Artist	Hogwarts
Organization Mission	At Hogwarts, our mission is to provide a transformative and inclusive educational experience that nurtures the intellectual, personal, and magical growth of our students. As a non-profit organization, we strive to cultivate a supportive and diverse community within the unique Houses, fostering a sense of belonging, camaraderie, and individuality.
Project Contact (Name, email, and phone)	Pomona Sprout, psprout@hogwarts.org, 804-123-4567
Project Title	Outdoor Beautification at Hufflepuff House: Gardening and Painting
Project Type	Painting and Landscaping
Project Overview (Brief project description to share with partner)	Volunteers are needed to beautify the exterior of Hufflepuff House. Volunteers will prep and paint the house porch, create a new mulch bed near the perimeter of the house and plant perennials. Volunteers will also weed 4 raised garden beds, add new soil, and plant herbs and vegetables.
Goals/Impact (include why it matters & connects to mission)	The project will have a profound impact on the residents of Hufflepuff House by fostering a sense of belonging, promoting sustainability, and enhancing well-being through a connection to nature.

Project Overview

Organization/Artist	
Organization Mission	
Project Contact (Name, email, and phone)	
Project Title	
Project Type	
Project Overview (Brief project description to share with partner)	
Goals/Impact (include why it matters & connects to mission)	

Sample Project Logistics

Project Location	Hufflepuff House, 20 Hufflepuff Way, Castlebridge VA, 23230	
Project Date (If needed, please include rain date)	Date: June 21, 2023 Rain Date: June 23, 2023	
Timeframe	Morning, 9am-12pm	
# Of Volunteers	20	
Project Tasks (brief overview – see task matrix for details)	<p>Prof. Sprout - 7 volunteers, 2.5 hours, Volunteers will weed, add soil and plant 4 Raised Garden Beds</p> <p>Prof. Sprout - 3 volunteers, 2.5 hours, Volunteers will create a mulch bed near perimeter of house and plant perennials</p> <p>Prof. M - 10 volunteers, 2.5 hours, volunteers will clean, prep and paint railing, trim, and lattice of the porch.</p>	
Prep Work Needed By Whom?	<ul style="list-style-type: none"> • Professor Sprout will do a garden gnome clean-up with students the day before the project. Gnomes will be placed in boxes and brought inside the house. • Professor Sprout will coordinate with Hagrid to have all the students spend the day on a field trip learning about Dragons. This will ensure students are not at the house performing magic while volunteers are there. • Professor Sprout will purchase all the supplies needed and rent the necessary tools from the ToolBank. 	
Hopper Projects (back-up projects if volunteers end early)	Volunteers will weed old mulch beds and prune bushes and trees.	
Proposed Schedule	<div> <div>8:00 am</div> <div>Set-Up – Hogwarts Staff</div> </div> <div> <div>9:00 am</div> <div>Volunteers Arrive & Sign-in</div> </div> <div> <div>9:05 am</div> <div>Welcome & Project Orientation</div> </div> <div> <div>9:10 am</div> <div>Project Starts -Volunteers to task</div> </div> <div> <div>11:40 am</div> <div>Volunteers Clean-Up</div> </div> <div> <div>11:50 am</div> <div>Volunteer Debrief</div> </div> <div> <div>12:00 pm</div> <div>Volunteers Depart</div> </div>	

Project Logistics

Project Location	
Project Date (If needed, please include rain date)	
Timeframe	
# Of Volunteers	
Project Tasks (brief overview – see task matrix for details)	
Prep Work Needed By Whom?	
Hopper Projects (back-up projects if volunteers end early)	
Proposed Schedule	

Sample Volunteer Information

Volunteers should wear or bring? What else do volunteers need to know? (Parking, location info, bathroom, etc.).	<p>There is plenty of parking out front of the house. When volunteers arrive, they will need to go to GATE 3 – marked as Main Entrance.</p> <p>Volunteers should bring their government issued ID.</p> <p>Volunteers should bring a hat and wear closed toed shoes and clothing that can get dirty and/or paint on it.</p> <p>Bathrooms are available in the house.</p> <p>Water, snacks, gloves, and sunscreen will be provided.</p> <p>Volunteers DO NOT need to bring any garden tools. All tools will be provided.</p>
Any other important information?	<p>Professor Sprout will monitor the weather prior to the event. Should the forecast call for heavy rain then Professor Sprout will communicate the change in date at least 24 hours prior to event date to the Volunteer Team Leader.</p>

Volunteer Information

Volunteers should wear or bring? What else do volunteers need to know? (Parking, location info, bathroom, etc.).	
Any other important information?	

Task Matrix

Purpose: The Task Matrix is a detailed list of all tasks that will be completed during the project. The Task Matrix includes the person facilitating volunteers, number of volunteers needed, time required, supplies, and who will provide the supplies.

Benefit: Ensures all the tasks of the project are outlined in detail so that the work that needs to be finished is clear and all resources (people, supplies) are known.

Function: This document is created by the organization who will be managing the project, most likely the nonprofit agency. It is the detailed playbook on what needs to be completed. It will be used to assign volunteers, to deliver supplies to the proper place and to keep on schedule. It will include Hopper projects in the event that some tasks finish early.

Key Elements of a Volunteer Task Matrix

- **Overview:** Provide a concise, yet comprehensive explanation of the tasks assigned to volunteers.
- **Total_Volunteers:** The total number of volunteers can be divided into different groups, with each group performing different tasks simultaneously.
- **Task:** Be as explicit as possible. Detailed task descriptions ensure that all aspects of the volunteer experience are considered and required supplies are identified.
- **Time:** Provide a realistic estimate of the time required for volunteers to complete each task.
- **# Of Volunteers:** Determine the minimal number of volunteers needed for each task to minimize idle time.
- **Supplies Needed to Perform Task:** Thoroughly list all supplies necessary for each task.
- **Supplies Provided By:** This helps to ensure that all tools and equipment are accounted for and budgeted.

Key Elements of a Volunteer Task Matrix cont.

Task Order/Facilitator: When organizing tasks, consider the order of execution and whether certain tasks can be completed concurrently with others. This should be carefully thought through and noted in the Task Matrix.

For example, in the Sample Task Matrix

Order of Tasks// Facilitator	Task	IN ORDER VS. IN CONJUNCTION
1 // Professor Sprout	Weed, add soil and plant 4 Raised Garden Beds	These two tasks can be simultaneously done in CONJUNCTION with each other
1// Hagrid	Create a mulch bed near perimeter of house and plant perennials	These two tasks can be simultaneously done in CONJUNCTION with each other
1// Professor McGonagall	Prep the porch for painting by scraping old paint, sweeping, wiping down the railings...	This task's completion is necessary IN ORDER to move on to the next task...
2// Professor McGonagall	Apply 1-2 coats of paint to the railing, trim, and lattice of the porch.	This Task can only be done if the task before is completed IN ORDER

Sample Task Matrix

Overview: Volunteers will beautify the exterior of Hufflepuff House. Volunteers will be prepping and painting the house porch, creating a new mulch bed near the perimeter of the house and planting perennials. Volunteers will also e weeding 4 raised garden beds, adding new soil, and planting herbs and vegetables.					Total Vols: 20
Order of Tasks// Facilitator	Task (Be Specific)	Time	# Of Vols	Supplies Needed to Perform Task	Supplies Provided By
1 // Professor Sprout	Weed, add soil and plant 4 Raised Garden Beds	2.5 hours	7	Vegetable Plants Bagged Soil Hand Cultivator Hand Shovel Shovel Hose Trash Bags	Hogwarts Hogwarts ToolBank ToolBank ToolBank Hogwarts Hogwarts
1// Professor Sprout	Create a mulch bed near perimeter of house and plant perennials	2.5 Hours	3	Perennials/Bushes Bagged Mulch Weed Barrier Wheelbarrow Tarp Shovel Round Shovel Flat – Edger Rake -Hard Spray paint – to create border	Hogwarts Hogwarts Hogwarts ToolBank ToolBank ToolBank ToolBank ToolBank Hogwarts
1// Professor McGonagall	Volunteers will prep the porch for painting by scraping old paint, sweeping, wiping down the railings, taping around the edges, and putting down drop cloths	1 hour	10	Cleaning Rags Buckets Vinegar Water Source Ladders Paint Scrapers Drop cloths Table Painters Tape	Hogwarts ToolBank Hogwarts Hogwarts ToolBank ToolBank ToolBank ToolBank Hogwarts
2// Professor McGonagall	Volunteers will apply 1-2 coats of paint to the railing, trim, and lattice of the porch	1.5 hours	10	Paint Paint key Paint stirrer Paint Brushes Small Paint Trays	Hogwarts Hogwarts Hogwarts Hogwarts Hogwarts
Hopper:	Weed older mulch beds and trim bushes along house and fence	1 hour	10	Lopper Pruner	ToolBank

Task Matrix

Overview: ADD Overview of all project tasks listed below					Total Vols:
Order of Tasks // Facilitator	Task (Be Specific)	Time	# of Vols	Supplies Needed to Perform Task	Supplies Provided By
1					
2					
3					
4					
Hopper: 1					
Hopper: 2					

PROJECT SUPPLY LIST

Purpose: The Project Supply List is a detailed list of all supplies needed to complete the project. This list includes the quantity of each item and where the item will be sourced.

Benefit: Ensures all the supplies of the project are known, purchased and on site for the project.

Function: This document is created by the organization who will be managing the project, most likely the nonprofit agency. It ensures that volunteers have the supplies they need to complete the project.

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Sample Supply List

Item/Detail	Amount Needed	Provider
Hose	1	Hogwarts- have on site
Vinegar	1 Jug	Hogwarts- have on site
Water Source	1	Hogwarts- have on site
Bagged Mulch	20 Bags - 2 cu. ft	Home Depot
Bagged Soil	20 Bags -.75 cu. ft	Home Depot
Cleaning Rags	1 Box	Home Depot
Gloves - Latex	1 Box	Home Depot
Herbs	8 Total -1 gallon	Home Depot
Paint	3 Gallons	Home Depot
Paint Brushes	12	Home Depot
Paint key	1	Home Depot
Paint stirrer	2	Home Depot
Painters Tape	10 Rolls	Home Depot
Perennials/Bushes	6, 1 Gallon	Home Depot
Small Paint Trays	12	Home Depot
Spray paint – to create border	1 Can	Home Depot
Trash Bags	1 Box	Home Depot
Vegetable Plants	18, 1 Gallon	Home Depot
Weed Barrier	1 Roll - 35 feet	Home Depot
Buckets	5	ToolBank
Drop cloths	8	ToolBank
Hand Cultivator	10	ToolBank
Hand Shovel	7	ToolBank
Ladders	5	ToolBank
Lopper	3	ToolBank
Paint Scraper	10	ToolBank
Pruner	3	ToolBank
Rake -Hard	4	ToolBank
Shovel Flat – Edger	3	ToolBank
Shovel Round Head	5	ToolBank
Table 6X6	2	ToolBank
Tarps	4	ToolBank
Wheelbarrow	2	ToolBank

Supply List

[illegible]

FUNDING REQUEST

Purpose: The Funding Request is a detailed list of all funding necessary to complete the project. This includes all supplies, the quantities, and cost.

Benefit: Ensures all the funding needed for the project is accounted for.

Function: This document is created by the organization who will be managing the project. It ensures the total project budget is known.

Key Tips When Requesting Funding:

Be specific! Add quantity and price per item.

Keep in mind the requirements of the funding source. Is funding restricted or unrestricted?

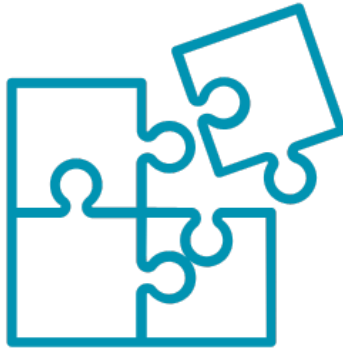
Avoid inflating costs to maximize funding. Do not request funds for items not outlined in the project plan or expensive items that volunteers will not be using to complete the project.

Consider the number of volunteers and project timeframe and how they align with the amount being requested.

Sample Funding Request

SUPPLY BUDGET EXPENSES	ITEM	DETAIL	COST
FUNDED BY HANDS ON GRANT	Bagged Mulch	20 Bags - 2 cu. ft @ \$3.00 each	\$60.00
	Bagged Soil	20 Bags – 1.5 @ \$5.00 each	\$100.00
	Cleaning Rags	1 Box	\$10.00
	Gloves - Latex	1 Box of 50	\$5.00
	Herbs	8, 1 Gallon @ \$4.00 each	\$32.00
	Paint	3 Gallons @ \$55.00 each	\$165.00
	Paint Brushes	12 @ \$3.00 each	\$36.00
	Painters Tape	10 Rolls @ \$4.00 each	\$40.00
	Perennials	6, 7 Gallon @ \$35.00 each	\$210.00
	Small Paint Trays	12 @ \$1.00 Each	\$12.00
	Spray paint – to create border	1 Can	\$5.00
	Trash Bags	1 Box of 25	\$6.00
	Vegetable Plants	18, 1 gallon @ \$5.00 each	\$90.00
	Weed Barrier	1 Roll - 35 feet	\$15.00
	ToolBank Rental	Buckets, Drop cloths, Hand Cultivator, Hand Shovel, Ladders, Lopper, Paint Scraper, Pruner, Rake -Hard, Shovel Flat – Edger, Shovel Round Head, Table 6X6, Tarps, Wheelbarrow, etc.	\$36.00
	Transportation or Delivery	Home Depot Delivery Fee	\$65.00
		GRAND TOTAL	\$887.00

SUPPLY	ITEM	DETAIL	COST
BUDGET			
EXPENSES			
FUNDED BY HANDS ON GRANT			
	ToolBank Rental		
	Transportation or Delivery		
	Miscellaneous (specify)		
		GRAND TOTAL	



The Match

The match is the step where the connection is made between a nonprofit project and a group (corporation, higher education, faith based, etc.) who wants to bring volunteers. The group and the nonprofit agency will determine whether they would like to pursue the project together.



The Project Execution Phase

The execution phase is the third phase of the *project roadmap*. It is the phase where the project is performed, and all plans are executed. Functionally, the nonprofit leader coordinates all activities, ensuring progress, monitoring changes, and adjusting plans accordingly. This phase concludes with the successful implementation of all project activities.

Run of Day

Purpose: The Run of Day is a detailed schedule of the project that includes facilitator assignments, project task information, and other important logistical information.

Benefit: Ensures that all tasks and all elements of a successful volunteer project are scheduled and serves as the guide for the day's activities.

Function: This document is created by the organization who will be managing the project. It ensures all tasks are scheduled and that volunteers have a clear understanding of their role and timing.

Key Day-of Steps:

Set-Up/Prep: The Volunteer Manager needs to arrive early to their project site to put up signage and set up sign in table. Have a sign-in sheet to document volunteers that participated. Also, use the signup sheet as a waiver for the event if necessary.

Welcome/Orientation: A brief orientation (5 – 7 minutes) makes volunteers feel connected to the nonprofit, the nonprofit's clients, and/or their community. The nonprofit should talk about their mission, and the importance of the volunteer project to their organization. This makes the work more meaningful and makes volunteers more likely to engage in future service. This is an opportunity to inspire & energize volunteers. Orientation should include: an introduction including the nonprofit's mission, overview of the program/project, rules & guidelines, safety procedures, tasks/role/responsibilities, logistics & schedule.

Place Volunteers: The Volunteer Manager releases volunteers to the areas where they will be working.

***Rotate & Assess*:** The Volunteer Manager's job is not to pick up a shovel, but to make sure everyone else has the tools and information they need to complete the project and that quality work is being completed in a timely manner. The Volunteer Manager will be the timekeeper for the day, remind groups how much time is remaining, reprioritize tasks to make sure necessary tasks get completed, and introduce and assign volunteers to hopper projects if needed. The Volunteer Manager also ensures that people are following safety guidelines and taking care of their personal needs such as drinking water and taking breaks.

Clean-Up: Be sure to leave dedicated time for volunteers to clean up their area and to return tools to the designated tool area.

Wrap-Up: The wrap-up includes a debrief of the day. The Volunteer Manager should use this opportunity to state the accomplishments of the day and the meaning of those accomplishments. The Volunteer Manager should thank the volunteers for their work.

Volunteers of Awesome Corp. USA @ Hogwarts School for Wizardry

July 31, 2023 | 9am – 12pm

20 Volunteers

Hufflepuff House, 20 Hufflepuff Way, Castlebridge VA, 23230Project Overview

MAIN CONTACTS	
<u>Hogwarts School for Wizardry</u> Professor Sprout 555-555-5555 ProfSprout@HSWW.owl	<u>Volunteers of Awesome Corp. USA</u> Jonny Onthespot 555-555-5551 Jonny@AwesomeCorpUSA.com
Additional Information	
<p>What to Wear: Please wear comfortable clothes and shoes suitable for outdoor gardening activities.</p> <p>Parking: There is ample parking at the front of the building. Volunteers should enter through Gate 3.</p> <p>Restrooms: There are restrooms inside the main building</p> <p>Any other important information: Water snacks, gloves, and sunscreen will be provided working</p>	

TIME	ACTIVITY	POINT
8:00am	Set-Up/Prep	Prof. Sprout/Prof. McGonagall
9:00am	Volunteers Arrive & Sign-in	Prof. Sprout
9:05am	Welcome /Orientation	Albus Dumbledore and Prof. Sprout
9:10am	Project Starts -Volunteers to task *Rotate & Assess*	Prof. Sprout/Prof. McGonagall
11:40am	Volunteers Clean-Up	Prof. Sprout
11:50am	Volunteer Wrap-Up/Debrief	Prof. Sprout
12:00pm	Volunteers Depart	Prof. Sprout

VOLUNTEER ACTIVITIES				
Task	Location	Description	# Vols	Facilitator
1	Hufflepuff Garden	Refresh 4 Gardens – Weeding and Planting	7	Prof. Sprout
2	Hufflepuff House - Front	Create a mulch bed and plant perennials	3	Prof. Sprout
3	Hufflepuff Porch	Clean and paint the Hufflepuff front porch	10	Prof. McGonagall

Project Title (Name of Volunteer Group @ Name of your Nonprofit)

Date | Start Time (am/pm) – Finish Time (am/pm)

Of Volunteers

Address of volunteer Project

Project Overview

MAIN CONTACTS	
<u>Name of Your Organization</u> Contact Name Phone Number Email	<u>Name of Volunteer Group</u> Contact Name Phone Number Email
Additional Information	
What to Wear: Parking: Restrooms: Any other important information: Are you providing water, gloves, etc.? Do volunteers need to bring anything with them? Do you have a waiver that needs to be signed.	

TIME	ACTIVITY	POINT
8:00 am	Set-Up/Prep	
9:00 am	Volunteers Arrive & Sign-in	
9:05 am	Welcome/Orientation	
9:15am	Project Starts -Volunteers to task <i>*Rotate & Assess*</i>	
11:35 am	Volunteers Clean-Up	
11:45 am	Volunteer Wrap-Up/Debrief	
12:00 pm	Volunteers Depart	

VOLUNTEER ACTIVITIES				
Task	Location	Description	# Vols	Facilitator
1				
2				
3				



The Project Closure Phase

The Project Closure Phase is the fourth and final phase in the *project roadmap*. In this phase, you will formally close your project and document a summary. After the project has been closed, a Wrap-Up Sheet is completed to determine the project's success and identify the lessons learned.

Wrap-Up Sheet

Purpose: The purpose of the Wrap-Up Sheet is to formally close the project, document results, capture experiences (quotes, great stories, etc.) and review lessons learned.

Benefit: Many projects skip this phase and simply move on. The benefit of capturing the experiences, results achieved, and lessons learned is that they can be used for reference in future projects/initiatives and lessons learned can be applied to improve future projects.

Function: Record results of the project – from objectives achieved to testimonials and stories to lessons learned. Functions as the formal closure of the project.

Sample Wrap Up

Benefitting Organization	Hogwarts
Project Title	Outdoor Beautification at Hufflepuff House: Gardening and Painting
Total Number of Volunteers & Hours:	20 volunteers X 3 hours = 60 hours
What did volunteers Accomplish:	<p>The 20 volunteers from Awesome Corp. USA went above and beyond.</p> <p>They prepped and painted the house porch, created a new mulch bed near the perimeter of the house and planted perennials. They also weeded 4 raised garden beds, added new soil, and planted herbs and vegetables.</p> <p>The volunteers also completed the hopper project by weeding and pruning all the mulch beds.</p>
What was the impact	All the tasks completed will foster a sense of belonging, promote sustainability, and enhancing well-being through a connection to nature.
Quotes and/or Great Stories	One of the volunteers is a Master Gardener and has asked to come back to lead a class on growing magical heirloom tomatoes.
Lessons Learned	The pallet delivered from Home Depot with the soil and mulch was delivered to the wrong side of the house. I need to be more specific with vendors where to deliver supplies and make sure someone is on site accept delivery.
Pictures	See attached.

Wrap Up

Benefitting Organization	
Project Title	
Total Number of Volunteers & Hours:	
What did volunteers accomplish	
What was the impact	
Quotes and/or Great Stories	
Lessons Learned	
Pictures	

Congratulations, you've done it! Successfully completing the steps outlined in the project roadmap puts you on the path to hosting volunteer groups within your nonprofit organization. Your efforts are instrumental in fostering greater community engagement and amplifying your capacity to create positive change. Your journey is an inspiring testament to the power of commitment and strategic planning. Keep moving forward!