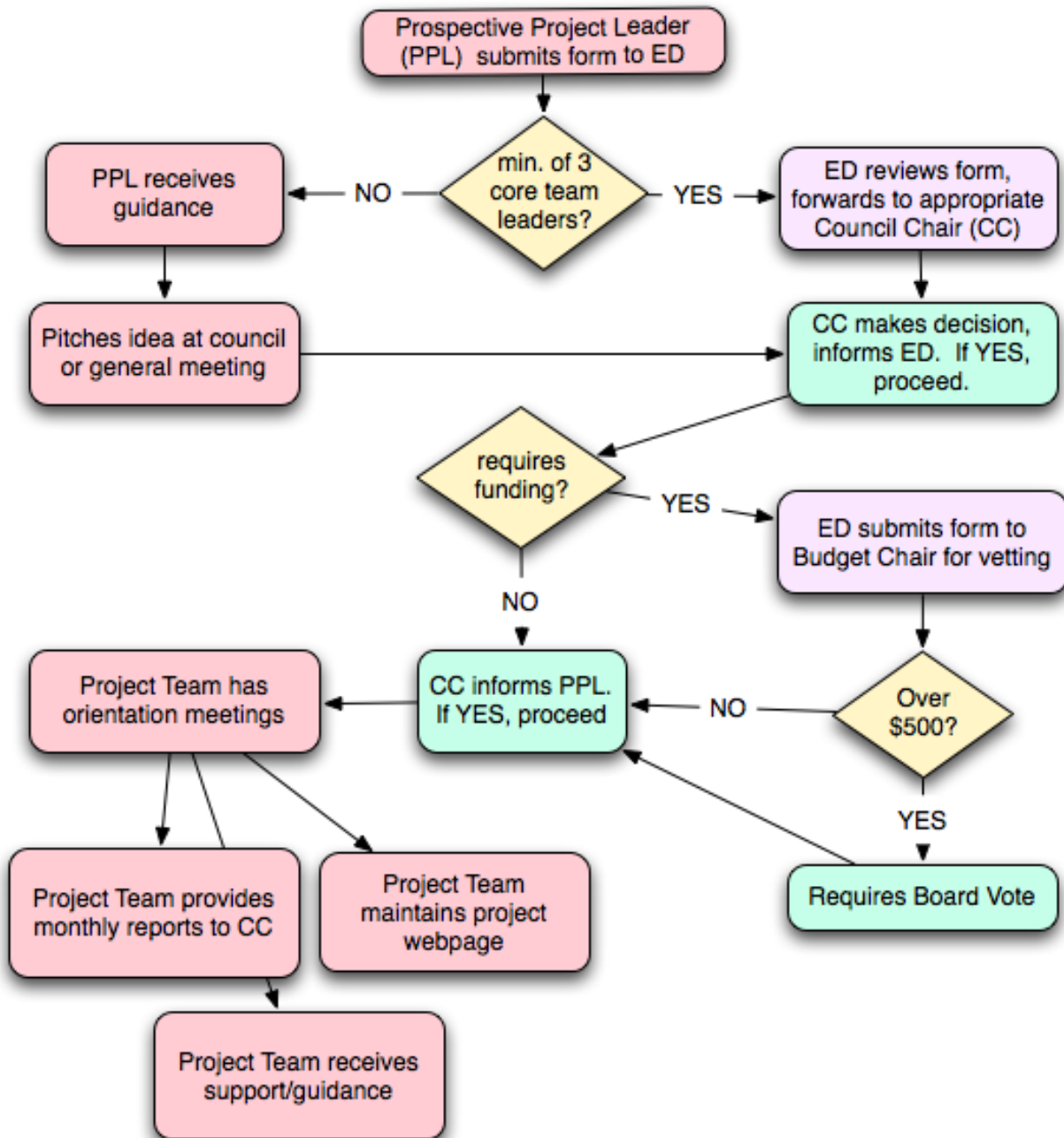


## OVGC Project Flowchart and Steps

(note this system is a work in progress)



(1) Person(s) interested in leading a project downloads information and form from website. If project does not have a minimum of 3 core team members, project leader will be worked with to pitch and recruit project idea at upcoming council and/or general meeting.

(2) Project team submits form to executive director (E.D.) for review. E.D. returns for more information and/or submits project to appropriate council.

- (3) Council chair informs E.D. of council decision and returns form with notes. If money/other resources required, E.D. submits form to Budget, Finance, & Resource chair where it is further vetted. If budget has over \$500 in funding requests or equivalent, the project is also voted on by the Board.
- (4) Council chair contacts project leader with final decision.
- (5) Upon approval, project team has a series of orientation meetings with council chair, board liaison and/or director.\*
- (6) Project team keeps council chair updated with monthly progress reports, which are used to report to board via council liaison. Team receives support/guidance via email, phone, and meetings from council chair, board liaison, council meetings and/or designated mentor.
- (7) Project team populates and maintains project webpage as a public resource/ information hub, work station for core team and volunteers, and archival filing system. It is also the location of self-maintained project member database.

\*Set-up and procedures (2-3 meeting process)

Meeting 1 – project team meets chair, liaison and director.

Review project proposal and discuss items to be fleshed out, i.e. budget, metrics, timelines.

Meeting 2 – team meets with director

Train team on setting up project webpage and using phone/web conferencing

Review accounting procedures, Coalition policies and other documents as applicable

Meeting 3 – team meets with chair and director

Review items from proposal where more detail was requested

Review initiated project webpage

Answer questions, any other support needed for getting started

Still to be worked out – who/how does team work with Resource, Communications, Events and Government Liaison committees.