# Project Scoping Template

This resource can be used by nonprofit partners to identify organizational challenges, narrow challenges down into potential SBV projects, and identify the deliverables where skilled-volunteers should focus their efforts.

## Organization Name:

## Organization Mission:

<table>
<thead>
<tr>
<th>Strategic Organizational Goals</th>
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<td>1.</td>
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## Project Identification

- Of your organizational goals over the next year, which goal is a priority for a skilled volunteer project?
- If achieved, how will this goal help your organization better serve its clients (or meet its mission)?
- What is your organization currently doing to meet this goal?
- In an ideal world, what would you be doing to meet this goal?
- What resource, product, process, capacity, etc. do you need to achieve this goal?
### Project Readiness

#### Project Goals
- Show the project’s role within the overall program or organizational strategy
- Goals should be able to be documented
- Upon completion, what will your organization be able to do that it isn’t able to do now?

#### Project Scope
- What are the major components and milestones?
- What should be achieved at each of these stages? How will success be documented?

#### Project Leadership
- Who will serve as the “point person”?
- Who will be responsible for project implementation?
- Who else will need to support this project?

#### Post-Project Support Plan
- How will you communicate next steps to organization staff?
- How will the projects meet organizational goals? Which staff resources will be dedicated to make sure that happens?
- Who else should know about the finished project (board members, media, volunteers, etc.)
- What financial or other resources are needed to continue the project long-term?