

BRAINSTORMING PROJECT IDEAS THAT ADD VALUE TO MY BOARD

	Potential Project Idea	What value does this project bring to the board? What legacy will the project provide? What does my board need to know to have buy-in?	What skills, knowledge or connections does my intern have to be able to start/complete the project?	What information does my intern need to start/complete this project?	Who on my board has the expertise to help guide the intern?	What are the five stages of completion in which I need to check in with my intern on project progress?	How much time will this project take? What time commitments does my intern have beyond the board?	What is the scope of the project? Are there project chunks that can be broken down to smaller, more manageable projects?
Example	Develop a board orientation manual	When I joined the board I was not sure what was expected of me. How do we build a strong board as members leave and new members join?	As a new board member they bring a new perspective. They commented that they liked writing and organizing.	<ul style="list-style-type: none">• Organization’s History• Interview board members to ask their experience of joining• Research board best practices	<ul style="list-style-type: none">• John has volunteered on a few boards – get opinion• Shahid has been on the longest – discuss challenges of new members• Sushmita is newest member – what would she have liked to see?	<ol style="list-style-type: none">1. Research other board practices2. Interview our board members3. Create initial draft4. Present to board for feedback5. Final project	5 hours of research 4 hours of interviews 2 hours for draft 1 hour for presentation 2 hours for final project Intern is also working part-time, school full-time and volunteers at SPCA.	Out of scope: Intern will not design a visually appealing final product. This will be content only as intern does not have design skill and will consume too much time.
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