

**FIGURE 4A**

# Church Project Idea Development Work Sheet

**Instructions:** Your ministry team can use this template to develop ideas for ministry projects. With as much detail as possible, complete this template to describe your thoughts about your church project idea. (A separate sheet can be used for each project idea.)

What Scripture or life experience has inspired this project idea?
What do you feel called to do (goal statement)?
Why is it important (what is the significance) to the ministry of the church?
Proposed Objectives 1.  2.
Activities / methodology / approach
Expected outcomes
Expected partners / collaborators
Project timing and cost

**FIGURE 4B**

# Church Project Charter

<b>Church Name:</b>	<b>Date:</b>
<b>Project Name:</b>	<b>Project Manager:</b>
<b>Biblical Inspiration</b>	
<b>Project Objective</b>	
<b>Ministry Needs Summary</b>	
<b>Proposed Budget:</b>	<b>Project Due Date:</b>
<b>Project Milestones</b>	
<b>Success Criteria</b>	<b>Actual Result</b>
<b>Actual Date of Project Completion:</b>	
<b>Notes/Comments:</b> <i>(Add any notes that might be helpful during planning or execution of the project; could also include key feedback from leadership board.)</i>	





Church:  
 Project Name:  
 Document Issue Date:  
 Document Revision Date:  
 Project Manager:

**FIGURE 5H**  
**Church Project Schedule (GANTT Chart)**

TASK	Resource	Start Date	Finish Date	Month			
				Month	Month	Month	Month
				Month	Month	Month	Month
				wk. 1	wk. 1	wk. 1	wk. 1
				wk. 2	wk. 2	wk. 2	wk. 2
				wk. 3	wk. 3	wk. 3	wk. 3
				wk. 4	wk. 4	wk. 4	wk. 4
				Month	Month	Month	Month
				wk. 1	wk. 1	wk. 1	wk. 1
				wk. 2	wk. 2	wk. 2	wk. 2
				wk. 3	wk. 3	wk. 3	wk. 3
				wk. 4	wk. 4	wk. 4	wk. 4
				Month	Month	Month	Month
				wk. 1	wk. 1	wk. 1	wk. 1
				wk. 2	wk. 2	wk. 2	wk. 2
				wk. 3	wk. 3	wk. 3	wk. 3
				wk. 4	wk. 4	wk. 4	wk. 4
				Month	Month	Month	Month
				wk. 1	wk. 1	wk. 1	wk. 1
				wk. 2	wk. 2	wk. 2	wk. 2
				wk. 3	wk. 3	wk. 3	wk. 3
				wk. 4	wk. 4	wk. 4	wk. 4



**FIGURE 6B**

# Project Review Meeting Agenda

Meeting Agenda	
Project name:	Meeting date:
Attendees:	
Opening prayer/devotion/team member check-in:	
Project manager communication update	
Subtask leader #1 update	
Subtask leader #2 update	
Subtask leader #3 update	
Subtask leader #4 update	
Action item list review	
Adjourn/closing prayer (by one of the project team members)	



**FIGURE 6D**

# Project Stakeholder Update

Church:	Project title:  Project manager:
Status	Key Upcoming Activities
Areas where project team needs help:	

**FIGURE 7A**

# Leadership Feedback Summary

Project name:	Meeting date:
Meeting attendees:	
How would you rate the quality of the result of the project? <input type="checkbox"/> did not meet requirements <input type="checkbox"/> slightly met requirements <input type="checkbox"/> somewhat met requirements <input type="checkbox"/> substantially met requirements <input type="checkbox"/> exceeded requirements Comments:	
What did the project team do well?	
What should we as a project team continue to do on future ministry projects?	
What should we not do on future ministry projects?	
Notes:	



**FIGURE 7C**

# Lessons Learned Feedback Survey

Project name:	Team member name:
A. The project team did a superior job in meeting its objectives and deliverables.	
<input type="checkbox"/> Strongly disagree <input type="checkbox"/> Disagree <input type="checkbox"/> Neither disagree nor agree <input type="checkbox"/> Agree <input type="checkbox"/> Strongly Agree	
B. What went right? (List up to three things.)	
1.  2.  3.	
C. What obstacles or problems did you face? What didn't go so well? (List up to three things.)	
1.  2.  3.	
D. What needs improvement or should be done differently? (List up to three things.)	
1.  2.  3.	
What other comments can you share?	