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

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

FIGURE 5A Role and Responsibility Matrix

Project Name: Document Revision Date:

Target Date: Project Manager:

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14 15 16 17 18 19 20 21 22
15 16
2 3 4 5 6 7 8 1 1 1 1 1 1 1
Finish Date 1
Ce Start Date
Resource

ывике sн Church Project Schedule (GANTT Chart)

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Project Name:

Document Issue Date:

Document Revision Date:

Project Manager:

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FIGURE 51 Church Project Schedule (Simple)

Church:

Project Name:

Document Issue Date:

Document Revision Date: Project Manager:

TASK	Resource	Start Date	Finish Date

FIGURE 6B Project Review Meeting Agenda

Meeting	J Agenda
Project name:	Meeting date:
Attendees:	
Attenuees.	
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 (clasing prover (by one of the project team member	
Adjourn/closing prayer (by one of the project team member	5)

FIGURE 6C Project Action Item List

Project na	me:	Leader:	Revision date:				
Item #	Action	Who?	When?	Status			
		<u> </u>					

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:	I
How would you rate the quality of the result of the project?	
did not meet requirements	
slightly met requirements	
somewhat met requirements	
substantially met requirements	
exceeded requirements	
Comments:	
What did the project team do well?	
What should we as a project team continue to do on future r	ninistry projects?
What should we not do on future ministry projects?	
Notes:	

FIGURE 78 Project Performance Summary

Church:

Project Name:

Project Manager:

Project Objective:

Actual Project Result:

Planned project duration: Actual project duration:

Key Milestones	Resource	Start Date	Finish Date	Actual Finish Date

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.							
Disagree							
Disagree Neither disagree nor agree							
Agree							
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 s	co well? (list up to three things)						
C. What obstacles of problems did you face: what didn't gos	so well? (List up to three things.)						
1.							
2.							
3.							
5.							
D. What needs improvement or should be done differently?	(List up to three things.)						
1.							
2.							
2.							
3.							
What other comments can you share?							