



Skills-Based Volunteerism

Project definition and scope

The project definition and scope of a volunteer project assignment is to gather information that will help the volunteer and the non profit organization to clarify and articulate the assignment's purposes, givens, constraints, assumptions, scope (who is included and time frame), and potential other resource requirements. The following questions may be helpful in gathering this critical information during initial contacts. This document may be attached to the volunteer working agreement.

Volunteer name and contact info:

Project:

Date:

Problem Definition

2) Briefly describe the inspiration for the project needs (challenges/ issues you are facing that the volunteer needs to remedy).

3) How will the project fit into overall goals?

Project Proposal

1) What are the key deliverables for the project? (Project SBV completes)

2) What is the timing of completion of this project ? Please prepare and include a timeline for project completion with regards to the key deliverables in regards to your volunteer availability. (Please note any vacation or leave , that may affect deadlines)