

An Introduction to Project Planning for Non-Profit Organizations

Presented by:

Rising Phoenix Jaycees and PMI HONOLULU CHAPTER, INC.

Do any of these statements sound familiar?

- ❑ “We had to abandon that project ... it was costing much more than expected.”
- ❑ “We did not meet the financial goal of our fundraising project.”
- ❑ “Due to unforeseen circumstances, the new program could not be implemented.”
- ❑ “That sounds like a great idea for our organization, but I don’t know where to start.”

If any of these are familiar to you, then this class may be for you!

The Need for Project Management in Non-Profit Organizations (NPOs)

Most NPOs are project-driven entities. A project is any endeavor that is undertaken to achieve a certain goal or objective and that has a distinct beginning and ending (e.g. a fundraiser, implementing a new program or service, developing a new marketing campaign, etc.). NPOs are unique from most businesses because they:

- ❑ depend on donations and grants;
- ❑ are under greater fiscal scrutiny; and
- ❑ depend on volunteers to fulfill a majority of the human resource needs.

Because NPOs are project-driven entities, project failures can be devastating to the livelihood and future existence of the NPO.

What will the class do for you?

In this class, you will learn how to develop an effective Project Plan that consists of the following:

- ❑ Project Charter
- ❑ Scope Statement
- ❑ Work Breakdown Structure (WBS)
- ❑ Schedule
- ❑ Cost Estimate and Budget
- ❑ Resource Plan
- ❑ Risk Management Plan

Most project failures can be attributed to poor planning. A thorough Project Plan positions you to achieve project success!

The Project Plan is the most fundamental and important project management tool to help increase project success! With the Project Plan, you and the project team will be able to execute and control a project in a logical and effective manner.

In the class, you will get “hands-on” experience by developing a simple Project Plan for a typical NPO project - a fundraiser! In addition, several “real-life” scenarios will be evaluated using the Project Plan.

Upcoming Class Offerings

This is a six-hour class, held over two evenings with dinners included. This brochure covers six offerings of the class, one every other month from January through December 2007:

Session	Days	Dates	Time	Location
2	W & Th	June 20-21, 2007	6:00pm-9:00pm	Workshops are held at the Moiliili Community Center, 2535 S. King Street Honolulu, HI 96826
3	W & Th	September 19-20, 2007	6:00pm-9:00pm	
4	W & Th	November 14-15, 2007	6:00pm-9:00pm	

Class Eligibility, Cost, and Feedback

Full-time Members of the Rising Phoenix Jaycees and their guests are eligible to take this class.

The class is offered for the **very low enrollment fee of \$15 for RPJ Members and \$30 for members of other Jaycee chapters!** Members of the government and business communities routinely pay hundreds of dollars for this type of training. As part of your fee, you will be given valuable reference materials and a sample Project Plan for a fundraising dinner event developed by experienced Project Managers. Also, dinners are provided as part of the enrollment fee.

The PMI Honolulu Chapter developed this training and has offered it since 2001 as a public service and a mechanism for giving back to the community. Feedback from attendees has been extremely positive, with many indicating that they could immediately apply the techniques to their day-to-day project activities.

Sponsors



Rising Phoenix Jaycees

The mission of the Rising Phoenix Jaycees is to enrich our members' lives by providing a variety of creative and exciting programs and opportunities that promote the development of the individual. These programs and opportunities shall be innovative, educational and in response to our members and the community's needs. For more information, please visit our website at <http://www.rpjhawaii.org>.

Since its founding in 1969, the Project Management Institute (PMI®, <http://www.pmi.org>), with over 200,000 members worldwide, has become the world's leading not-for-profit project management professional association. The PMI Honolulu Chapter provides instructors that bring a wealth of project management experience and knowledge from the private, public and government sectors across a variety of industries. For more information, please visit <http://www.pmi-honoluluchapter.org/profdev.htm>.



Registration Form

An Introduction to Project Planning For Non-Profit Organizations

Last Name First Name M.I.

Phone (Business) Fax

Street Address

E-Mail Address

City State Zip Code

Chapter/Organization/Affiliation

My check payable to "Rising Phoenix Jaycees". Please enroll me in the following class (please place a single check-mark in each column to indicate your first, second, and third choices for class dates):

Note: Enrollment for each class is limited to 10 attendees, so the earlier you register, the better your chances of getting your first choice class date.

Choices			Class Date
1 st	2 nd	3 rd	
			June 20-21, 2007
			September 19-20, 2007
			November 14-15, 2007

Return this enrollment form and your check to Shane Akagi or mail to:

Rising Phoenix Jaycees
c/o Shane Akagi
P.O. Box 3846
Honolulu, HI 96812

For further information, please call Shane Akagi at (808) 728-2585 or email him at genma55@aol.com.