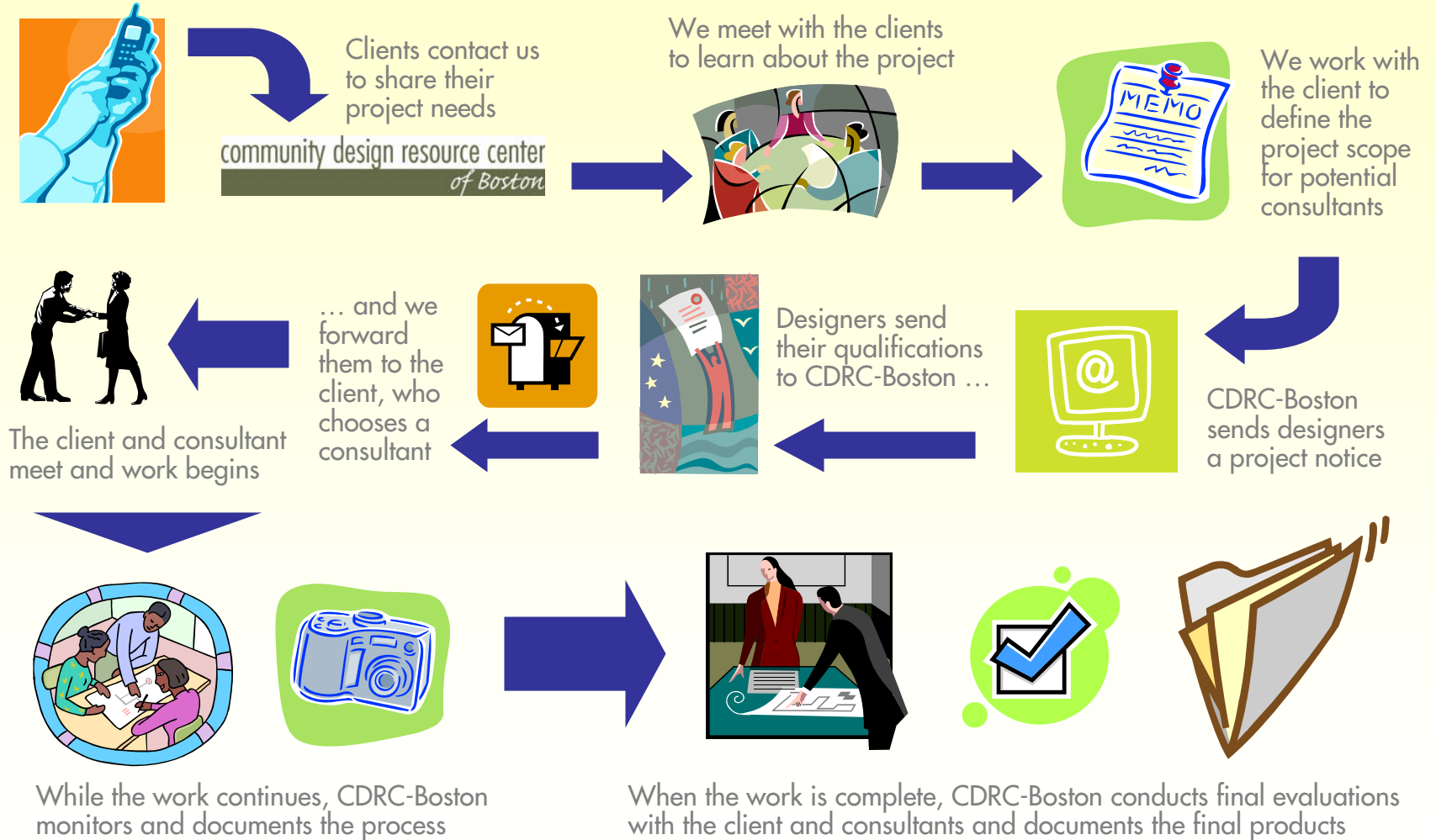


The project process: from soup to nuts



CDRC-Boston Project Process

<p>Start</p> <p>+0-1 weeks</p> <p>+1-3 weeks</p> <p>+2-4 weeks</p> <p>Project reviews on a monthly cycle</p> <p>+3-6 weeks</p>	<p>1) Intake</p> <p>a. Call/email comes in from potential client or from referral source</p> <p>b. CDRC-Boston staff contacts client to briefly discuss project and to give them intake form to fill out</p> <p>c. Intake form is received back from client and reviewed by CDRC-Boston staff; additional questions are asked if more information is needed</p> <p>d. CDRC-Boston staff completes evaluation form and determines appropriate project response</p> <p>i. If a technical assistance project, Project Review Committee details the scope, expertise, number of team members, expected time commitment, timeline and deliverables</p> <p>e. For all projects, CDRC-Boston prepares a scope, deliverables, timeline and documentation agreement and sends to client for review and execution</p>
<p>+3-6 weeks</p> <p>+4-8 weeks</p> <p>+5-12 weeks</p> <p>+6-14 weeks</p> <p>2-4 check-in points to be determined; maximum period between checks = ~4-6 weeks</p>	<p>2) Execution</p> <p>a. CDRC-Boston solicits for volunteers to carry out project activities</p> <p>b. CDRC-Boston collects contact information and completed volunteer agreement (including documentation) from responding volunteers</p> <p>i. If a technical assistance project, CDRC-Boston requests proposal packet from volunteers and sends to client for review and selection</p> <p>c. CDRC-Boston confirms selected volunteers and follows up with any volunteers not selected</p> <p>d. Volunteers begin working with client on project as defined in scope</p> <p>e. CDRC-Boston periodically monitors progress of work through client and volunteer evaluations</p> <p>f. CDRC-Boston works with client and volunteers to collect documentation at defined stages; may include written, visual and audio products</p>
<p>End date in agreement</p> <p>+1-3 weeks</p> <p>+2-6 weeks</p>	<p>3) Conclusion</p> <p>a. Client and volunteers notify CDRC-Boston of the end of work</p> <p>b. CDRC-Boston confirms that all deliverables have been completed and administers final evaluations</p> <p>c. CDRC-Boston documents final work products and closes out project in its files</p>