

# HOW TO CREATE YOUR OWN COMMUNITY **PROJECT**

# HOW TO USE

- The slideshow is divided into three sections: Planning Your Project, Execution, and Thank You.
- Each section covers essential aspects of creating or leading a community service project.
- Key points are highlighted in each section.
- Most slides include a "click here" button for more in-depth information.
- Pay close attention to the "Successful Projects" page, as these projects followed the structure outlined in the presentation.

# TABLE OF CONTENTS

CHOOSING YOUR PROJECT  
STARTING  
SETTING GOALS  
BUILDING YOUR TEAM  
CREATING YOUR TIMELINE  
RISK MANAGEMENT PLAN

## PLANNING YOUR PROJECT

CHECKING KEY METRICS  
REFLECTION

## EXECUTION

CLOSING THE PROJECT  
SUCCESSFUL PROJECTS

## THANK YOU

# CHOOSING YOUR PROJECT

## 1. DISCOVER YOUR PASSION:

- a. Niche projects succeed with genuine passion.
- b. Avoid broad issues for effective, tangible solutions.

## 2. PARTNERSHIP CONSIDERATIONS:

- a. When working with a non-profit:
  - i. Align your project with their mission.
  - ii. Understand their approach to the targeted issue.
  - iii. Seek mutual benefits for both parties in the partnership.
  - iv. You do **NOT** need to partner with a non-profit to run & complete a successful community service project.

[\\*Click here for more info\\*](#)

## **1. Needs Assessment:**

- a. Conduct thorough research to understand community challenges.
- b. Utilize surveys, interviews, and research to identify specific needs.

## **2. Sustainability Plan:**

- a. Develop a long-term strategy for project sustainability.
- b. Consider factors like funding sources, community involvement, and impact measurement.

## **3. Cultural Sensitivity and Inclusivity:**

- a. Respect cultural diversity within the community.
- b. Involve members from diverse backgrounds in project planning.

## **4. Ensure inclusivity and respect for all cultural perspectives.**

# STARTING

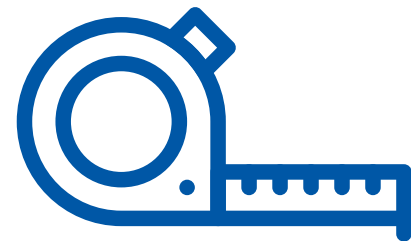
# SETTING GOALS

## SPECIFIC



Who, what,  
when, why,  
how

## MEASURED



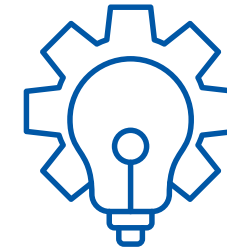
You can't  
improve  
what you  
don't  
measure

## ACHIEVABLE



Challenging  
but not  
impossible

## RELEVANT



Closely  
connected  
to the  
objective

## TIMED



A completion  
date holds  
you  
accountable

[\\*Click here for more info\\*](#)

# BUILDING YOUR TEAM

Choosing to work solo or with a team for a community service project depends on several factors, including the project's scope, goals, and available resources. Here's why this decision is important:

1. **Resources and Expertise:** Working in a team allows you to pool resources, skills, and expertise, leading to a more effective project.
2. **Division of Labor:** With a team, tasks can be divided based on strengths and interests, making the workload more manageable and efficient.
3. **Support and Motivation:** Teamwork provides emotional support and motivation, especially during challenging times.
4. **Networking and Collaboration:** Collaborating with a team allows for networking and relationship-building.
5. **Flexibility:** Working solo offers more flexibility in decision-making.

[\\*Click here for more info\\*](#)

# CREATING YOUR **TIMELINE**

Creating a timeline is important for effective project management as it helps with planning, coordination, and resource management. It allows you to set realistic deadlines, coordinate efforts among team members, and allocate resources efficiently. Additionally, a timeline enables you to track progress, identify potential delays, and manage risks proactively. To create a good timeline, consider the following:

- a. **Define** the project scope, goals, and deliverables.
- b. **Identify** key milestones and deadlines.
- c. **Ensure** resource availability aligns with your timeline.
- d. **Anticipate** and plan for potential challenges.
- e. **Involve** stakeholders and consider their availability.
- f. **Create** a plan for delays or unforeseen circumstances.
- g. **Establish** a communication plan to keep stakeholders informed.
- h. **Schedule** time for project evaluation and feedback.

[\\*Click here for more info\\*](#)



# RISK MANAGEMENT PLAN

Creating a risk management plan involves several key steps to identify, assess, and mitigate risks that could affect a project, organization, or business. Here's a general outline.

## 1. Identify Risks:

- Brainstorm potential risks that could impact your project or organization.

## 2. Risk Assessment:

- Prioritize risks based on their severity and likelihood.

## 3. Risk Mitigation:

- Develop strategies to reduce the likelihood of risks occurring.

## 4. Risk Monitoring:

- Regularly review and update the risk management plan.

## 5. Review and Improve:

- Conduct regular reviews of the risk management plan to identify areas for improvement.

[\\*Click here for more info\\*](#)

# KEY METRICS

**Key metrics are important because they help measure progress, identify areas for improvement, inform decision-making, demonstrate impact, and create accountability.**

1. **Identify Key Areas:** Determine the critical areas of the project that are essential for success.
2. **Select Metrics:** Choose quantifiable metrics for each key area to measure progress and success.
3. **Set Targets:** Establish realistic targets or benchmarks for each metric.
4. **Collect Data:** Decide how to collect data for each metric consistently over time.
5. **Analyze and Adjust:** Regularly analyze data to track progress and adjust strategies as needed.
6. **Communicate Results:** Share results with stakeholders, volunteers, and the community.

# REFLECTION

Reflecting on a community service project is a valuable process that can help you assess the project's effectiveness, identify areas for improvement, and gain insights for future projects. Here's a more detailed approach:

1. **Review** goals and objectives to assess achievement and understand the project's success.
2. **Gather** feedback from volunteers and stakeholders to identify areas for improvement and inform future projects.
3. **Evaluate** impact on the community by analyzing data, comparing outcomes with goals.
4. **Identify** lessons learned from challenges and successes, refining future planning.
5. **Celebrate** successes and acknowledge contributions to inspire others.
6. **Plan** future projects based on insights gained, setting clear goals and timelines.

# CLOSING <sup>THE</sup> PROJECT

To close a community service project, complete remaining tasks, evaluate outcomes, celebrate successes, reflect on lessons learned, communicate results, thank volunteers and stakeholders, close out financials, document and archive, plan for transition, and evaluate sustainability.



# SUCCESSFUL PROJECTS



## Project ERASE

A project aimed at bringing awareness about the importance of having access to educational resources. Learn more @Projecterases on Instagram.



## Project TEEN

A project that brought over 2k+ new teen volunteers to a local non-profit focused on handing our free groceries to the community which has handed over 2 million pounds of food.



## Hope Beyond Borders

A Project for La Vang village, Vietnam, aims to alleviate hardships by fundraising and collecting supplies to advocate for those in need.





WASHINGTON  
**DECA**™