

# RESOURCES

## Phase I: Creating Consistency



### Activity: Organizational Home Program Services Matrix

#### Goal

Determine which services are important for your program as you evaluate home organization options.

#### Prerequisites

None

#### Who Should Participate?

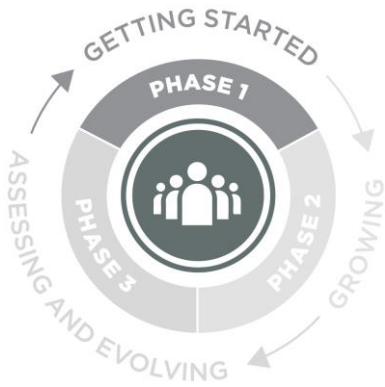
Program Leadership  
(strategic thinkers)

#### Length

30-60 minutes

#### Activity Instructions

1. Use the following matrix to determine which services are important for your community and your program, now and in the future. Feel free to customize the matrix (add or remove services) to better reflect your program's needs.
2. For each element on the list, select "Yes", "No" or "Maybe Later"
3. Once that is complete, rank each using the following values:  
2 = Very Important; 1= Somewhat Important; 0 = Not important
4. Use the results of this activity for Activity: Organizational Home Requirements Gathering and Assessment



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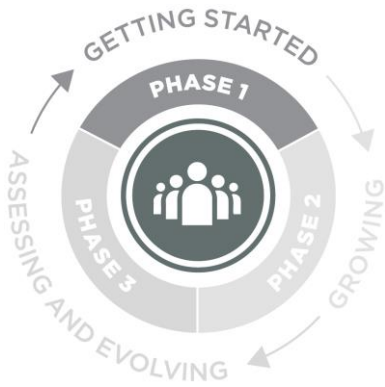


### Activity: Organizational Home Program Services Matrix

#### What Services Does Your Program Need?

A sample list of services is included below. Feel free to customize the matrix (add or remove services) to reflect your needs.

Legal Services / Human Resource Infrastructure		Yes	No	Maybe Later	Rank
	Administration – legal entity and business support services				
	Legal advice				
	Asset stewardship: copyrights, trademarks, domain names, physical computer equipment				
	Contract negotiation and execution				
	Intellectual property rights (IPR) management				
	Recruitment, personnel management				
Financial Infrastructure		Yes	No	Maybe Later	Rank
	Invoicing				
	Fundraising				
	Accounting				
	Financial reporting				
	Separate financial accounts for programs				
	Grants management				
Sustainability Infrastructure		Yes	No	Maybe Later	Rank
	Future proofing				
	Consulting				
	Mentorship				



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### Activity: Organizational Home Program Services Matrix

Collaboration & Partnerships		Yes	No	Maybe Later	Rank
	Leadership mentoring, advice, and guidance				
	Partners				
	Grant support (writing, administering)				

Community Infrastructure		Yes	No	Maybe Later	Rank
	Communications infrastructure				
	Newsletters				
	Wiki spaces				
	Listservs				
	Meeting infrastructure				
	Webinar platforms				
	Officiating community elections and ballot initiatives				
	Marketing and communications				

Technical Infrastructure		Yes	No	Maybe Later	Rank
	Technical leadership				
	Hosting services				
	Technical support				

Other		Yes	No	Maybe Later	Rank