



# ALL FACETS, ALL PHASES

Getting Started, Growing, Assessing and Evolving

## Activity: ITAV Analysis Kickoff Project Plan Template

### Goal

Create project plan for ITAVIP Analysis

### Prerequisites

[Activity: ITAV Analysis Kickoff](#)

[Activity: ITAV Analysis Activity Selection](#)

### Who Should Participate?

Program management  
(tactical thinkers)

### Length

30 minutes

### Used For

Any program getting started with an It Takes a Village (ITAV) analysis. The Kickoff Activity suite can be used by programs who are new to ITAV, or to update the baseline for those who engage with ITAV on a regular basis.

### Template Instructions

1. Fill out Part One of the Project Plan template on Pages 2-3 as a group at the end of [Activity: ITAV Analysis Kickoff](#).
2. Fill out Part Two of the Project Plan template on Pages 4-5 after [Activity: ITAV Analysis Activity Selection](#).
3. A [sample Project Plan](#) is available at the end of this document.



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## ITAV Analysis Kickoff: Project Plan Template

### ITAV in Practice Project Plan Template, Part One

#### Scope

Which facet(s) will you focus on for now? (check all that apply)

- Governance
- Technology
- Resources
- Community Engagement

#### Facet Objectives

(List high priority objectives from checklists)

#### Roles and Responsibilities

Project leader(s):

Activity participants:

Other roles:

#### Format

- One group working together
- Several small groups working in parallel with regular updates
- Other



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## ITAV Analysis Kickoff: Project Plan Template

### Timeline

Complete activities by \_\_\_\_\_

Prepare recommendations by \_\_\_\_\_

Other

### Meeting Frequency

Weekly

Biweekly

Monthly

Other

### Next Steps

- Determine any gaps in data gathering and assign one or more team members to find the information and share it with the meeting participants.
- Use Activity: ITAV Analysis Activity Selection to choose specific activities from the [ITAViP Toolkit](#) to conduct.



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## ITAV Analysis Kickoff: Project Plan Template

### ITAV in Practice Project Planning Template, Part Two

#### Overview

*Provide a brief overview (2-3 sentences) of the work to be completed during the ITAV Analysis.*

Program representatives will use the It Takes a Village (ITAV) framework and activities to:

- Goal 1
- Goal 2
- Goal 3

#### Timeline

The project will take place between *Date - Date*

#### Activities

1. Activity Name
  - a. Goal:
  - b. Outcomes:
  - c. Participants:
  - d. Method
  - e. Link
2. Activity Name
  - a. Goal:
  - b. Outcomes:
  - c. Participants:
  - d. Method
  - e. Link



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3. Activity Name

- a. Goal:
- b. Outcomes:
- c. Participants:
- d. Method
- e. Link

4. Activity Name

- a. Goal:
- b. Outcomes:
- c. Participants:
- d. Method
- e. Link

#### Project Participants & Roles

Names

- Role 1
- Role 2
- Role 3
- Role 4



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### ITAV Analysis Kickoff: Project Plan Template

#### ITAV Analysis Sample Project Plan

### It Takes a Village – Sample Program Project Plan

May 2022

#### Overview

The goal of this collaborative project is to work with the Sample Program Team to plan and implement a governance model that best reflects the current needs and values of the program and community.

With support from the It Takes a Village Program Team, Program representatives will use the It Takes a Village (ITAV) framework and activities to:

- Define a need for governance
- Create a governance model that works for the program
- Document the governance model
- Communicate governance changes to the community

#### Scope of Work

The project will take place between May-August 2022, with a second phase focused on Resources to take place in the second half of 2022.

#### 1. Activity: Mission and Vision

Goal: Consider and create a Mission and Vision statement.

Participants: Program team

Format: Synchronous, Virtual

Timeline: May 2022



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## ITAV Analysis Kickoff: Project Plan Template

### 2. Activity: [Checklist of Governance Elements](#)

Goal: Understand the elements of various governance models and determine which your governance structure currently has.

Participants: Program team

Format: Virtual

Timeline: May 2022

### 3. Activity: [Catastrophizing](#)

Goal: How does the current governance model work with unexpected issues?

Participants: Team, Stakeholder representatives

Format: TBD

Timeline: June/July 2022

### 4. Activity: [Choose Your Own Governance](#)

Goal: Develop a governance model that matches decision-making authority and areas of responsibility with governance roles and/or groups

Participants: Team, Stakeholder representatives

Format: TBD

Timeline: June/July 2022

### 5. Activity: [Implementation Plan for New Governance Model](#)

Goal: Understand the elements required to implement a new governance model

Participants: Program team

Format: Virtual

Timeline: August 2022



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### ITAV Analysis Kickoff: Project Plan Template

#### **Project Roles**

##### *Program Team*

- Introduce community to ITAV concept, help achieve buy-in for planning process
- Identify invitee list for all activities, manage invite process
- Facilitate/manage activities and outputs
- Communicate ITAV project process/progress to community
- Draft Governance Model and Communications

##### *ITAV Program Team*

- Assist with activity prep
- Provide facilitation support for group and internal activities as helpful
- Assist Program team with post-activity analysis

##### *Together*

- Regular check-ins to gauge progress and review process
- Provide continued feedback and iterations on activities