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.
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
**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.
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
ITAV Analysis Kickoff: Project Plan Template

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
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
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
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