



## PROJECT DEVELOPMENT

“Project development is the practice of initiating, planning, executing, controlling, and closing the work of a team to achieve specific goals and meet specific success criteria at the specified time. The primary challenge of project management is to achieve all of the project goals within the given constraints. This information is usually described in project documentation, created at the beginning of the development process. The primary constraints are scope, time, quality and budget. The secondary—and more ambitious—challenge is to optimize the allocation of necessary inputs and apply them to meet pre-defined objectives”. Wikipedia quote

Step 1: Compile a list of natural resources problems or opportunities within your district. Enlist the help of board members, stakeholders, and staff. Prioritize the list of ideas and select the top three projects.

Step 2: Brainstorm ideas that can resolve the problem/issue for each project. The brainstorming session’s objective is to accept any idea, restrain from setting limits (e.g. we can’t afford that or we do not have the expertise), and think big.

Step 3: Flush out the details for each project. The details are: state the mission; define the objective (s) and tasks, develop a budget; identify partners; calculate their contributions (cash or in-kind), and establish a timeline. A workshop template is included in the ten-minute training modules. This may require more than one board meeting, so plan accordingly.

Step 4. Make sure the timelines in your new project coincide with various grant cycles. For example, after a 223 grant is awarded, 3-4 weeks may be required before

the district gets an official (signed by the district and DNRC) agreement.

Step 5. Execute the project. The goal of the execution plan is to complete the tasks, stay within the timeline, and come in under budget. To ensure a project’s success, it is advisable to have an administrator and a board member share the leadership role.

Step 6: Close out the Project: Once the project is completed, write a closing report and summarize the accomplishments of the project, problems encountered, and the total cost. The report can also ask the question, “what worked and what would we do differently?” Knowledge like this can help with future projects.

### **Develop a Project Create a Worksheet for Each Project**

#### **QUESTIONS:**

Answer the following questions on a separate piece of paper.

1. What is the Natural Resource Issue your Priority Project will address?
2. What is the Mission/Objective of the Project?
3. What is the Name of the Project?
4. How much CD revenues would be available to fund the Project?
5. Are there potential revenues and grants that could fund the Project?
6. What is the budget for the Project?
7. What is the time frame for the Project?
8. Are there any potential partners for the Project?
9. Who has been identified as the project lead (s)?
10. What are the next steps?