

An Introduction to Project Planning for Private Non-Profit Organizations

Presented by:



The
Harry & Jeanette Weinberg
Foundation, Inc.

and



PMI HONOLULU CHAPTER, INC.

Do any of these statements sound familiar?

- “We had to abandon that project ... it was costing much more than expected.”
- “We did not meet the financial goal of our fundraising project.”
- “Due to unforeseen circumstances, the new program could not be implemented.”
- “That sounds like a great idea for our organization, but I don’t know where to start.”

If any of these are familiar to you, then this class may be for you!

The Need for Project Management in Non-Profit Organizations (NPOs)

Most NPOs are project-driven entities. A project is any endeavor that is undertaken to achieve a certain goal or objective and that has a distinct beginning and ending (e.g. a fundraiser, implementing a new program or service, developing a new marketing campaign, etc.). NPOs are unique from most businesses because they:

- depend on donations and grants;
- are under greater fiscal scrutiny; and
- depend on volunteers to fulfill a majority of the human resource needs.

Because NPOs are project-driven entities, project failures can be devastating to the livelihood and future existence of the NPO.

What will the class do for you?

In this class, you will learn how to develop an effective Project Plan that consists of the following:

- ❑ Project Charter
- ❑ Scope Statement
- ❑ Work Breakdown Structure (WBS)
- ❑ Schedule
- ❑ Cost Estimate and Budget
- ❑ Resource Plan
- ❑ Risk Management Plan

Most project failures can be attributed to poor planning. A thorough Project Plan positions you to achieve project success!

The Project Plan is the most fundamental and important project management tool to help increase project success! With the Project Plan, you and the project team will be able to execute and control a project in a logical and effective manner.

In the class, you will get “hands-on” experience by developing a simple Project Plan for a typical NPO project - a fundraiser! In addition, several “real-life” scenarios will be evaluated using the Project Plan.

Upcoming Class Offerings

This is a one-day, six-hour class with lunch included. This brochure covers eight offerings of the class, from March 2008 through December 2008:

Day	Date	Time	Location
Wednesday	March 5, 2008	All of these class offerings will run from 9:00 a.m. to 3:00 p.m.	All of these class offerings will be held at the Aloha Council, Boy Scouts of America, 42 Puiwa Road, Honolulu, Hawaii
Thursday	April 3, 2008		
Tuesday	June 10, 2008		
Wednesday	August 6, 2008		
Wednesday	September 10, 2008		
Thursday	October 9, 2008		
Thursday	November 6, 2008		
Tuesday	December 2, 2008		

For NPO representatives on neighbor islands: In past years, some of your colleagues have traveled to Oahu to attend this class. You are welcome to register for any class. Also, on three occasions, we offered this class on the neighbor islands. We can bring the class to any island if demand is sufficient (e.g. 12 or more prospective attendees available for a one-day, six-hour class). If you are interested in this, please contact Gailene Wong at (808) 734-5424.

If many people in your NPO would benefit from this training: While there is a lot to be gained from hearing the experiences of representatives from other NPOs, if you have 10 to 12 prospective attendees and a conference room (and can take care of lunch), we can bring this class to you on a date that is convenient for you. If you are interested in this, please contact Gailene Wong at (808) 734-5424.

Class Eligibility, Cost, and Feedback

Employees and volunteers of 501 (c) (3) non-profit organizations are eligible to take this class.

The class is offered for the **very low enrollment fee of \$30!** Members of the government and business communities routinely pay hundreds of dollars for this type of training. As part of your fee, you will be given valuable reference materials and a sample Project Plan for a fundraising dinner event developed by experienced Project Managers. Also, lunch is provided as part of the enrollment fee.

The PMI Honolulu Chapter developed this training and has offered it with substantial assistance from The Harry & Jeanette Weinberg Foundation since 2001 as a public service and a mechanism for giving back to the community. Feedback from attendees has been extremely positive, with many indicating that they could immediately apply the techniques to their day-to-day project activities.

Sponsors

The Harry and Jeanette Weinberg Foundation, Incorporated is a Maryland nonprofit charitable organization created in 1959 and named after Harry and Jeanette Weinberg. The Foundation is the 22nd largest charitable organization in the United States with assets valued at approximately \$2 billion. The purpose of the Foundation is to provide contributions to charitable organizations helping the poor and needy.



The
Harry & Jeanette Weinberg
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Since its founding in 1969, the Project Management Institute (PMI®, <http://www.pmi.org>), with over 250,000 members worldwide, has become the world's leading not-for-profit project management professional association. The PMI Honolulu Chapter provides instructors that bring a wealth of project management experience and knowledge from the private, public and government sectors across a variety of industries. For more information, please visit <http://www.pmi-honoluluchapter.org>.



Registration Form

An Introduction To Project Planning For Private Non-Profit Organizations

 Last Name First Name M.I.

 Phone (Business) Fax

 Street Address

 E-Mail Address

 City State Zip Code

 Organization/Affiliation

My check for \$30, payable to "PMI Honolulu Chapter, Inc.", is enclosed. Please enroll me in the following class (please place a single check-mark in each column to indicate your first, second, and third choices for class dates):

Note: Enrollment for each class is limited to 12 students, so the earlier you register, the better your chances of getting your first choice class date.

Cut out and return this enrollment form with payment:

PMI Honolulu Chapter, Inc.
 c/o Gailene Wong
 The Harry & Jeanette Weinberg Foundation, Inc.
 3660 Waiialae Ave., Suite 400
 Honolulu, HI 96816

Choices			Class Date
1 st	2 nd	3 rd	
			March 5, 2008
			April 3, 2008
			June 10, 2008
			August 6, 2008
			September 10, 2008
			October 9, 2008
			November 6, 2008
			December 2, 2008

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For further information, please call Gailene Wong at (808) 734-5424.

Name: _____

Please indicate your **Subway Lunch Selection** (includes Chips):

Sandwich: ___ Club ___ Turkey ___ Vegetarian

Bread: ___ White ___ Wheat

Drink: ___ Coke ___ Diet Coke ___ Sprite ___ Lemonade ___ Raspberry Tea ___ Dr. Pepper