**Starting Document**

The Starting Document is intended to be an agreement between the pro bono project coaches and Non-Profit Organization (NPO) regarding the terms of the Coach2Action engagement. The Document describes the NPO project, lists key individuals of the project coaching team, identifies stages of the project maturity roadmap that will be addressed, and identifies artifacts to be produced.

The Project Maturity Roadmap provides the framework and methodology for the C2A program. The Roadmap should be completed prior to the Starting Document in order to populate specific sections, and submitted as an attachment with the signed Document.

1. General Information

|  |  |
| --- | --- |
| Project Title | Coach2Action Maturity Project:Insert name of NPO project |
| NPO Name |  |
| Brief C2A Project Description | Ex: The C2A project team will move the NPO project from maturity phase X to maturity phase Y in order to establish a plan for achieving the NPO project objectives. |
| Period of Performance | January 12, 2016 – March 15, 2016; 20 hours of project coaching |
| Prepared By |  |
| Date |  | Version: |  |

1. **Points of Contact and Signatures**

|  |
| --- |
| **Non-Profit Organization Contact(s)**: Provides overall direction of project and confirms project’s goals and objectives. Engages in coaching sessions and actively participates towards milestone and artifact completion. |
| **Name** | **Email / Phone** | **Role** | **Signature** |
|  |  | Primary POC |  |
|  |  |  |  |
| **Project Managers**: Leads the planning and development of the project; manages the project to scope; tracks progress along the Project Maturity Roadmap; and actively participates towards milestone and artifact completion. |
| **Name** | **Email / Phone** | **Role** | **Signature** |
|  |  | Project Coach #1 |  |
|  |  | Project Coach #2 |  |

1. NPO Project Objectives

|  |
| --- |
|  |

#### NPO Project Current State

|  |
| --- |
|  |

#### C2A Project Maturity Deliverables

Put an x next to the deliverables that will be completed during the engagement:

[ ] Define Scope (Artifact: Project Scope Statement)
[ ] Define Work (Artifact: Work Breakdown Structure)
[ ] Define Milestones (Artifact: Milestone List)
[ ] Sequence Activities (Artifact: Project Schedule Network Diagrams)
[ ] Estimate Activity Resources (Artifacts: Activity Resource Requirements)
[ ] Estimate Activity Durations (Artifacts: Activity Duration Estimates)
[ ] Develop Schedule (Artifacts: Schedule Baseline)
[ ] Plan Human Resources (Artifacts: Staffing Plan)

[ ] Plan Human Resources (Artifacts: Volunteer Position Descriptions)

#### Coaching Milestones

|  |  |  |
| --- | --- | --- |
| **Milestones** **(Key Outputs)** | **Related Project Artifacts** | **Date** |
| Approved Starting Document | Starting Document |  |
| Schedule Baseline | Project Scope StatementWork Breakdown StructureMilestone ListProject Schedule Network DiagramsActivity Resource RequirementsActivity Duration Estimates |  |
| Staffing Plan | Schedule BaselineActivity Resource Requirements |  |
| Volunteer Position Descriptions | Staffing PlanActivity Resource Requirements |  |
| Approved Closing Document  | Closing Document |  |

**Instructions for Starting Document**

**Section A: General Information**
This section is intended to provide the basic information about the project.

**Section B: Points of Contact and Signatures**

The coaches and NPO form a team that work together on activities and artifacts that will ultimately support the maturity of the NPO project. The points of contact listed in this section are committing to engage throughout the duration of the Period of Performance to produce artifacts in a collaborative method. The signatures indicate approval of the Starting Document and the commitment of each party to work towards the milestones indicated.If circumstances arise in which one or more of the individuals identified below are no longer able to support the effort, the project team should notify Points of Light immediately at coach2action@pointsoflight.org so that a replacement can be identified.

**Section C: NPO Project Objectives**

This section should be completed based upon the initial meeting with the NPO to help define the project and its boundaries. In this section, explain the specific objectives of the NPO’s project. For example: What value does this project add to the organization? How does this project align with the strategic priorities of the organization? What results are expected? What are the deliverables? What problems will be resolved? What is the overall completion date or timeline?

**Section D: NPO Project Current State**

This section should be completed based upon the initial meeting with the NPO to help define the project and its boundaries. Provide a brief description of the history of the NPO project and progress to date.

**Section E: C2A Project Maturity Deliverables**

The Project Maturity Roadmap provides the framework for activities and artifacts to establish a plan for the NPO to mature their project and increase positive project outcomes. The Roadmap should be reviewed and completed based upon a discussion between the project coaches and NPOs, and the analysis of the Project Maturity Roadmap performed by the project coaches.

Based upon the Project Maturity Roadmap worksheet, indicate the deliverables (activities/artifacts) that will be performed during coaching by checking the corresponding box in this section.

**Section F: Coaching Milestones**

The milestones indicated in the table are key outputs to successfully completing the C2A coaching effort. Complete the target dates for each milestones based upon the conversation between the NPO and project coaches in the third column. This will be used to track progress throughout the duration of the engagement.