**HR Project Scoping Template**

Utilize this resource to identify HR challenges, narrow these down into potential Pro Bono projects, and identify the deliverables where skilled-volunteers could focus their efforts.

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| Organization Name:  |
| Organization Mission: |
| **Top HR Organizational Challenges**www.commonimpact.orginfo@commonimpact.org617.492.3105 |
| 1. | 2. |
| 3. | 4.  |
| **Project Identification** |
| * Of your HR challenges, which is a priority for a skilled volunteer project?
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| * How would solving this challenge help your organization better serve its clients (or meet its mission)?
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| * What is your organization currently doing to tackle this challenge?
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| * In an ideal world, what would you be doing to tackle this challenge?
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| * What resource, product, process, capacity, etc. do you need to solve this challenge?
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| **Project Leadership** |
| **Project Leads*** Who will serve as the project “point person”? (This could be you!)
* Who will be responsible for project implementation?
* Who else will need to support this project?
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| **Leadership Development*** What skills would you like to develop within your project point person (or within yourself if you are the project point person)?
* How will you be intentional about knowledge transfer between the skilled volunteer and your staff?
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| **Project Readiness** |
| **Project Goals*** What is the project’s role within the overall program or organizational strategy?
* Upon completion, what will your organization be able to do that it isn’t able to do now?
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| **Project Scope*** What are the major components and milestones?
* What should be achieved at each of these stages? How will success be documented?
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| **Post-Project Support Plan*** How will you communicate next steps to organization staff?
* How will the project meet organizational goals? Which staff resources will be dedicated to make sure that happens?
* Who else should know about the finished project (board members, media, volunteers, etc.)?
* What financial or other resources are needed to continue the project long-term?
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