**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.org  info@commonimpact.org  617.492.3105 | |
| 1. | 2. |
| 3. | 4. |
| **Project Identification** | |
| * Of your HR challenges, which is a priority for a skilled volunteer project? |  |
| * How would solving this challenge help your organization better serve its clients (or meet its mission)? |  |
| * What is your organization currently doing to tackle this challenge? |  |
| * In an ideal world, what would you be doing to tackle this challenge? |  |
| * 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? |  |
| **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? |  |
| **Project Scope**   * What are the major components and milestones? * What should be achieved at each of these stages? How will success be documented? |  |
| **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? |  |