Building Your Program

You should now be able to say:

- Your echelon mission;
- The purpose of your program, which aligns with the mission;
- The objectives of your program, which layout the basics of your program;
- The goals of your program, which specifically state what the program will do;
- The metrics of your program, which clearly define how you will measure the program’s progress and success.

To build the program, you’ll need to define roles, a timeline and detailed plans for how you will reach your goals. This often involves setting short-term goals and revising the timeline as needs and resources change.

Requirements to Build a Program:

1. **Participants**
   - Who is leading the program?
   - Who in your echelon will be participating?
   - Will you need to develop Committees or team leaders?
   - Who (or what organization) in the community will you be partnering or collaborating with?
   - Who will the program serve?
   - Will there be any additional funders/donors?

2. **Resources**
   - What is the budget?
   - Will you need to apply for grants? Fundraise?
   - Where will the program take place?
   - Will you need specific supplies?
   - What in-kind donations must you solicit?
   - What funds might be available through a JWV National program?

3. **Timeline**
   - What is the anticipated duration of the program?
   - How much time will you need to prepare for the program’s start?
   - When do you wish to achieve certain benchmarks - 3 months out? 6 months? 2 years?
   - If the program involves several parties or committees, what are their individual timelines?
   - When will you be gathering/tracking your metrics?
f. When will you report on the status of your program?

4. **Action Plan:** After answering all of the above, this should be fairly clear. Write it out. Share with participants. Update often!