

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

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

2. Resources

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

3. Timeline

- a. What is the anticipated duration of the program?
- b. How much time will you need to prepare for the program's start?
- c. When do you wish to achieve certain benchmarks - 3 months out? 6 months? 2 years?
- d. If the program involves several parties or committees, what are their individual timelines?
- e. 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!