

CREATING THE MANAGEMENT PLAN

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Adapted for use by the faculty and staff of College of DuPage.

MANAGEMENT PLAN: BUILDING YOUR PROJECT TEAM

A management plan is a part of every proposal. The following questions have been designed to help you think through your management plan. Please answer the following:

- What College of DuPage people do you need to help you with this project?
- Do we have weaknesses or missing skills on the College of DuPage team? If so, who are the logical partners?

PROJECT PARTNERS

Generally, it is best to bring project partners on board only when they strengthen your project. If you have identified weaknesses in your internal team, please answer the following:

- What can the partners do to strengthen the project?
- What resources will partners bring to the project?
- What are the partners' qualifications, especially those related to the project?

DEFINING THE RESPONSIBILITIES OF THE PROJECT TEAM

A successful project delineates the responsibilities of everyone who has a major role in the project. Include in your proposal the three to five things each person will do.

TIME ALLOCATED BY EACH PERSON TO THE PROJECT

Often, project responsibilities comprise just a portion of a person's time. So in addition to thinking about each person's role, you must also think about the amount of time they will devote to the project.

ADVISORY COMMITTEE

It is common for projects to utilize an advisory committee comprised of internal staff and external stakeholders who will provide input and guidance to the Project Director.

Is an advisory committee required by the funder? Will an advisory committee strengthen your proposal? If so, include the names and affiliations of potential members. It is critical that your advisory committee is composed of members representing diverse populations and sectors.

ORGANIZATIONAL CHART

Some proposals require an organizational chart like the example below. The organizational chart graphically identifies all who are involved in the project and clearly shows who is responsible for successful completion of the project.

Organizational charts are usually best formatted in PowerPoint, but you can start by sketching a rough draft on paper and sharing it with the Grants Office.

At this point it may also be a good idea to obtain resumes from key project personnel—they are normally required. If they are not required, you may need the information from the resume to discuss the qualifications of project personnel.

Example Table of Organization

