

Class Project Schedule LMC Class of 2021

September 24 & 25	Retreat	Class project introduction. Three nonprofits will present project ideas for the class to consider and discuss. Final step will be project selection.
Between Sessions	Class Meetings (optional)	Flesh out the scope and timeline of the project.
October 8	LMC October Class Session	Brief time for group planning to advance project idea – and provide Board Project Liaisons with completed October 8 Deliverables (see guidelines).
October 21	LMC Board Meeting For Board Approval Materials Due to Sarah on October 14 Max Presentation Time: 15 Minutes Plus Board Q&A	Class Presents Proposed Project to Board: Materials & Presentation: A. One-page executive summary. B. Written explanation of each project component. C. Description of the persons/group benefited. D. Detailed budget showing all proposed project expenditures and in-kind donations. E. Detailed fundraising plan (including revenue sources and names of targeted donors). F. Detailed project timeline showing key milestones and incremental deadlines throughout the project. G. Project organization chart including each class member and class elected roles.
November – April		Project implementation
Monthly – November 18, December 16, January 20, February 17, March 17	LMC Board Meetings Materials Due to Sarah 1 Week Before Meeting Max Presentation Time: 10 Minutes Plus Board Q&A	Class Updates to the Board - Materials: • One page update • Budget Update - Presentation: • Progress of Project • Lessons learned so far
April 21	LMC Board Meeting	Project Near Completion Final Class Project report to the Board including (1) comparison to original plan; (2) comparison of actual income & expenses to original budget; (3) ID of any punch list and follow-through; and (4) communication of hand-off to receiving organization/entity
May 6	LMC May Class Session	Project Complete.