

Class Project Schedule

LMC Class of 2023

September 29 & 30	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 13	LMC October Class Session	Brief time for group planning during lunch to advance project idea – and provide Board Project Liaisons with completed October 14 Deliverables (See guidelines)
October 19	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 16, December 21, January 18, February 15, March 15	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 summary update • Budget Update - Presentation: • Progress of Project • Lessons learned so far
April 19	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 4	LMC May Class Session	Project Complete.