

## **JPC Project Work Plan**

This Work Plan will be completed before or during JPC orientation. All teams should begin to fill out this work plan prior to attending orientation. A completed Work Plan must be filed with the Office of University Community Partnerships before work begins on the JPC project. <sup>1</sup>

### **I. Context**

When working with a community organization, it is important that your JPC Team start off on the right foot. Orientations are crucial to understanding a new place and will undoubtedly help your team be more effective. Be politely assertive and ask questions about the community organization. Below is a list of questions that will be useful in understanding your team's role and your work with the community. Your faculty advisor and staff in the University Community Partnership Office may be able to help you in this process.

### **II. Preparing Your Work Plan:**

General Information Orientation:

- What is the team's general work plan and responsibilities?
- Who is the team's faculty advisor and what supervision are you receiving from UVA? Does everyone know each other?
- How much time will your team dedicate to the project? When will you be working at the site?
- How will the team get to the site? What could prevent team members from getting to the site?
- How will all the people involved communicate with each other? (Remember email may not always be the best method.)
- What is the timeline of the JPC project? When will your work be completed and what will be your end product? Does the product benefit the community as well as satisfy your academic goals?
- What specific goals do you have for your work?
- Is there a written agreement of expectations?
- What are the specific expectations of each of the parties involved: students, community partner, and faculty advisor?

Logistical Site Orientation:

- What type of workspace will your team have? Where is everyone else's workspace?
- Do your team have access to a computer, printer, copier, fax machine, and other electronic supplies? Do you need any passwords to access any of this information? (Do not assume organizations will be able to provide you with workspace, computers, office supplies etc.)
- Where are supplies kept and what are the protocols for using the supplies?
- If your project is providing its own supplies, how will those materials be stored and managed?

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<sup>1</sup> adapted from Tufts University, January 2009.

**Organization Orientation:**

- Who else is working at the organization? What are their responsibilities? (Taking time to meet with people you aren't necessarily working with is a great way to gain a better understanding of organization.)
- What is the vision of the organization? How does your work fit into this larger vision?
- What challenges does the organization currently face? How will your team remain sensitive to these challenges as it pursues its work? Are there extenuating circumstances that may affect the outcome of your project?

**Personal Knowledge and Skills:**

- What type of skills and knowledge does the organization expect your team to have? Where can you receive these skills and knowledge?
- Does the organization have a copy of your final JPC project proposal and Work Plan?
- What academic classes, technical skills, or service experiences does your team have that would be helpful for this project and for the community organization?

**III. Project Basic Information**

Primary Student Contact:	
Community Partner:	
Faculty Advisor:	
Project Title:	
Brief Summary of Project:	

#### IV. The Work Plan<sup>2</sup>

<b>Goals &amp; Objectives</b>	<b>Activities</b>	<b>Outcomes (Deliverables)</b>	<b>Implementation Steps</b>	<b>Project Timeline, Date to be Completed</b>	<b>Team Member Responsible</b>	<b>Resources Needed</b>

Please submit a copy of completed Work Plan to:

- the University Community Partnerships office
- your Community Partner
- your Faculty Advisor

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<sup>2</sup> Work Plan adapted from Tufts University, January 2009.