

**Program Development Team(s)**

Project Team Name	Commitment & Requirements	Expectation	Lead or PM Time Req
Program Development Team(s)	3 months 4 hours a month	<ul style="list-style-type: none"> <li>• Create new program in specified program area</li> </ul>	6 hours a month

*Statement of Work:* The scope of work for these teams is to create new programs that bring value to our collegiate membership. Team members should have programming background. Those who do not will be required to attend training to become knowledgeable. Teams are assembled for each program needed/desired and then disbanded when the project is complete. The time commitment, communication and reporting structure are the same for each.

*Time Commitment:* The time commitment per program project is 4 hours a month for 3 months with 1 conference call a month. Project Manager is required to make a commitment of 6 hours a month for 3 months with 1 conference call a month and multiple individual calls.

*Communication/Reporting:* The Chapter Management Services Coordinator will communicate to the Alumnae & Volunteer Services Coordinator the need for a project team to work on Program X. The A&V Services Coordinator relays the information to the Volunteer Intake Services Team who will pull from the awaiting placement pool of volunteers to place a team to work on Program X along with a Project Manager. A conference call will be scheduled by the Chapter Management Services Coordinator to explain the project to the team. The conclusion of each program project team will result in a new written program in the subject area specified.