**Humanitarian Project**

**SUGGESTED PROJECT INSTRUCTIONS**

**It has been the general thought that your project presentation should be a very condensed version of what you want to achieve. This is considered a “Pitch.” You want to tell them just enough to get their curiosity on board and have them believe you are ready and knowledgeable.**

**On your second meeting with your team, they will help your final business plans.**

**Delete all RED notes before printing.**

Introduction of Self or Project:

This needs to be a couple of sentences about your project, or about yourself, if you have a background with this sort of project. You want this to be a couple of very precise sentences.

Mission Statement If your introduction talks about your mission goals, then this part can be removed

 Objectives and Strategy

This is the part where you explain how you will make these dreams happen. Sentences like “We need XYZ thing, and it will cause this project to help XYZ project.” This part is to tell your reader how you want to solve the problems you are working on

Future Growth

You want to state how many years you think your project will go on. While it is difficult to figure out yearly figures needed, this part should outline what funds are needed, or what things you need to complete your goals every year. This part is where you figure out how you set up your projects. This part is how you explain your roll out of your project to the rest of the world.

Special Considerations:

Do you have a special skill set for this project? Put that in here. Do you have anything in your circle of influence that would make the reader think you are a better choice for this project than others? In one of my projects, I have 200 spine surgeons onboard, plus I have a CEO whose CV is a who’s who in the medical community. This information goes right after future growth to serve information that would bolster your reasons for your project. If you have nothing, remove this section.

Target Groups:

As your docs are being loosely looked over at your RV, anything that is bulleted is easier to read. I suggest you bullet point your target groups for easier reading. Write a sentence or two as to why these groups are in your focus if this is not covered in your introduction. Examples:

* Trafficked persons
* Homeless
* Low-Income
* Native
* Animals
* Elderly
* Orphaned

Staff

Your goal here is to show understanding of the scope and breadth of your project. If you don’t have people you want to suggest, then consider the different areas and places you will need management with. Look up “basic corporate structure” to get many examples online of what positions you might need filled. Do your best. They do not expect perfection.

Cost Estimates

If you need estimates on infrastructure, such as roads, lights, and that sort of thing, basic contracting tools will help. If you need estimates on repairs, go look in the area you want to work in, then double the cost of what the buildings are. This should give you a buffer in case you are too low. If you If you have no idea of the cost, simply say “While I know what my goals are to complete this project, my background is not in cost estimates. Ive been told that I will have access to a team tp provide me with this sort of help. Until these numbers are determined, I am at a loss as to the cost of the final budget and would like three days with my team to compile that information.

HOWEVER.. When you don’t even make a guestimate with a reason backing the guess, then it reads that you are taking the easy way out, and you want to impress without words that you are so interested that you took the time to look up the info. It’s not hard, find a company who you think you would be as big as, look up their quarterly reports and use the same numbers, then explain why you picked those numbers to guess. They fully expect you to be wrong, and in this case, it’s a good thing to TRY, even if you are wrong.

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Final Comment

Write a sentence or two about how you feel about this project, and how important it is to you. If you have hopes or dreams for the future of this project, write that here. Close the document stating that you have appreciation for this incredible gift. You are being given a chance to change your world for the better. Sign the bottom of the document professionally, delete all these red words… and you are DONE!!

Wear this in your heart:

I am the Humanitarian the world Needs. Believe it. Put the cloak of these words on your heart and step into the position God has made for you. You are going to do the heavy lifting by putting your projects together with your team. God has made your path. Walk it.

# For more info go to [www.rvhumanitarians.com](http://www.rvhumanitarians.com)