

Institute for Collaborative Leadership

Evolutionary Systems



# Managing Nonprofit Projects

**P o l l y a n n a P i x t o n**

President, Evolutionary Systems

Director, Institute for Collaborative Leadership

[ppixton@evolutionarysystems.net](mailto:ppixton@evolutionarysystems.net)



# *Objectives*

- How do you successfully reach project goals?
- How do you collaborate?
- What tools do you need?
- Where do you begin?
- What to watch out for?





# *NonProfits*

## What are NP obstacles?





# *Obstacles?*





*Obstacles?*

How do we resolve this?



*We Need...*

## Direct and In-Kind Funds





*We Need ...*

To Mobilize  
And Optimize  
Free  
And  
Low-Cost  
Resources





*We Need...*

# Maximize Effectiveness Of Internal Staff And Board





*We Need...*

## NP Projects:

- Grants
- Fundraising Activities
- Services
- Process Development



# *Statement of Work*

- **Project Vision: a one page brochure**
  - Name
  - Three or four key points to describe the project

The reasons to do the project.

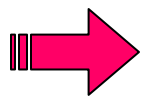


 Your Vision Statement



# Statement of Work

- Elevator Statement
  - For (client)
  - Who (need what?)
  - The (name) is a (type)
  - That (key benefit)
  - Unlike (alternative)
  - Ours (statement of differentiation)



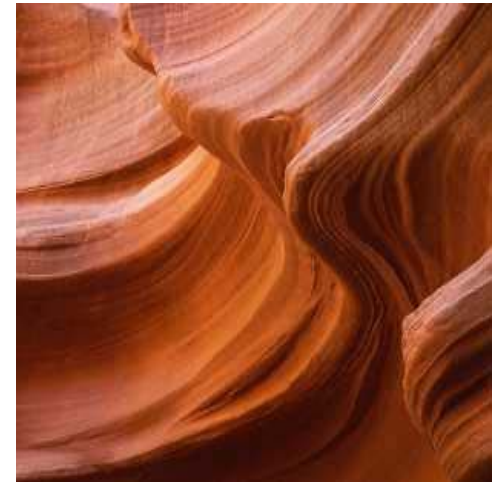
Your Elevator Statement



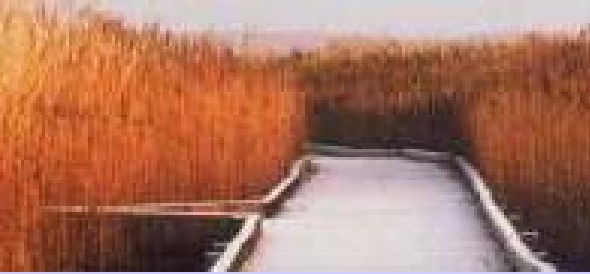
# *Statement of Work*

## **Project Objectives:**

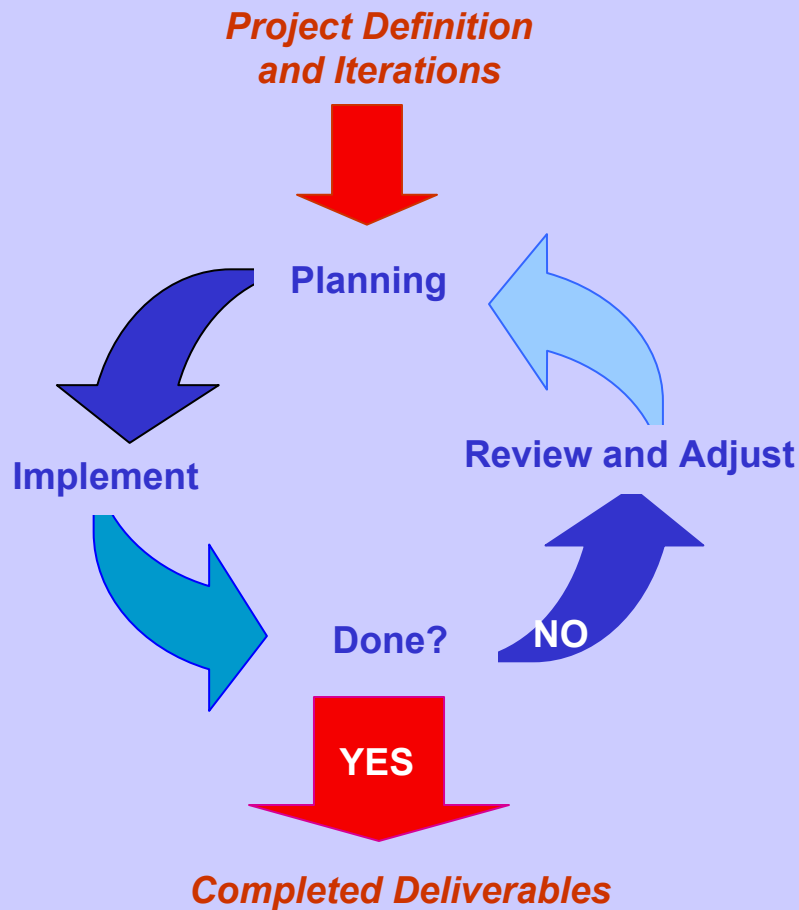
- **Scope: What happens?**
- **Schedule: Due date?**
- **Budget?**



 **Combine into a Project Statement**



# Project Methods



Envision

Iterate:

Plan

Implement

Done?

Adapt

Complete



# *Project Planning*

None of us are as smart as all of us.

– Japanese Proverb

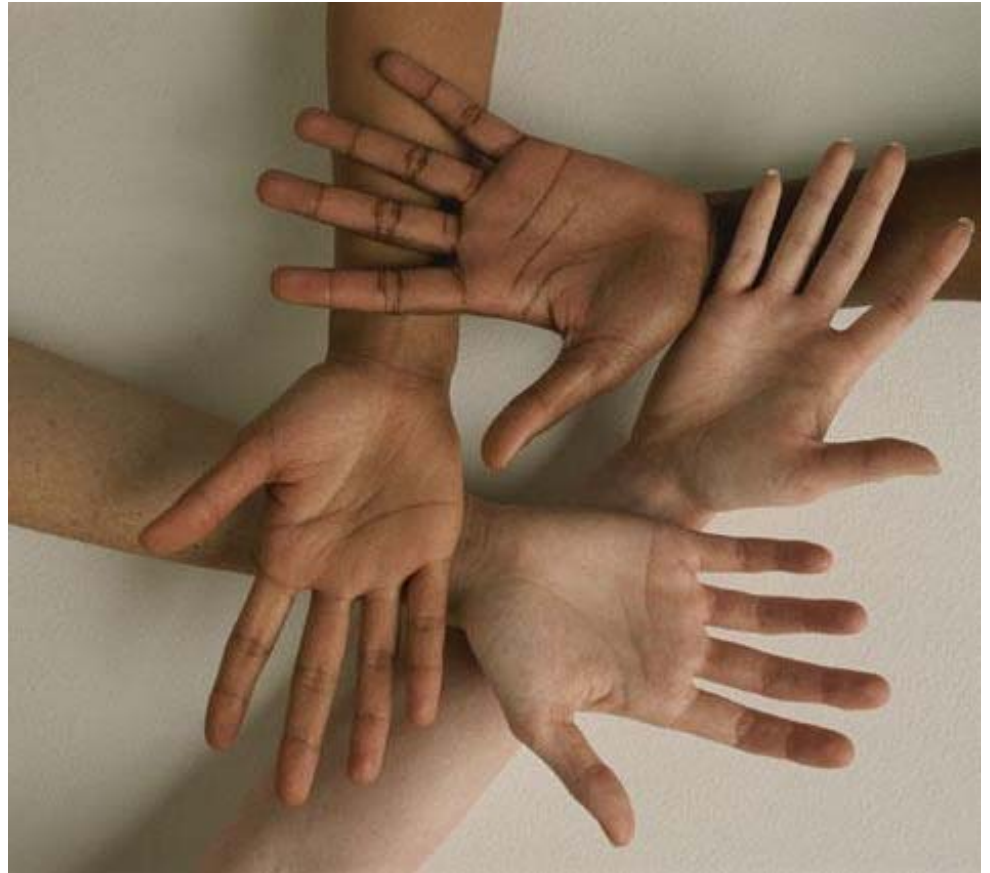




# *Project Planning*

## 1. Agree to:

- Goals
- Objectives
- Purpose





# *Project Planning*

**2. Brainstorm  
All Activities**

**3. Group**

**4. Prioritize**





# *Project Planning*

5. Individuals  
Volunteer  
For what  
And  
By when





# *Project Planning*

## 6. Order Activities By Time



# *Planning Tips*

- Everyone agrees to goals
- Time box plan
- Clear completion criteria
- Don't assign, get volunteers





# *Project Management*

- “You tell me what you want to do and I help you do it.” -- P. Pixton
- “It is a bad plan that admits to no modifications” -- Publius Syrus (ca. 42 BCE)



# *Areas of Management*

- 1. Scope**
- 2. Cost**
- 3. Time**
- 4. Quality**
- 5. Progress**





# *Parking Lot/Back Log*

To manage scope:

- Collect functions for discussion at next planning session
- Add activities not in plan
- Note high priority items
- Hold new planning session when parking lot full





# *Team Decision Making*

- Consensus is not required
- Decide by voting for:
  - In favor
  - OK, but with reservations
  - Mixed feelings
  - Not in favor but will commit
  - Veto





# *Project Management Tips*

- Get the right team members
- Ownership: Team members decide what by when
- Group decisions
- Trust the team commitment
- Know when to allow chaos
- Allow mistakes, expect success
- Use positive feedback - only
- Be a collaborative leader





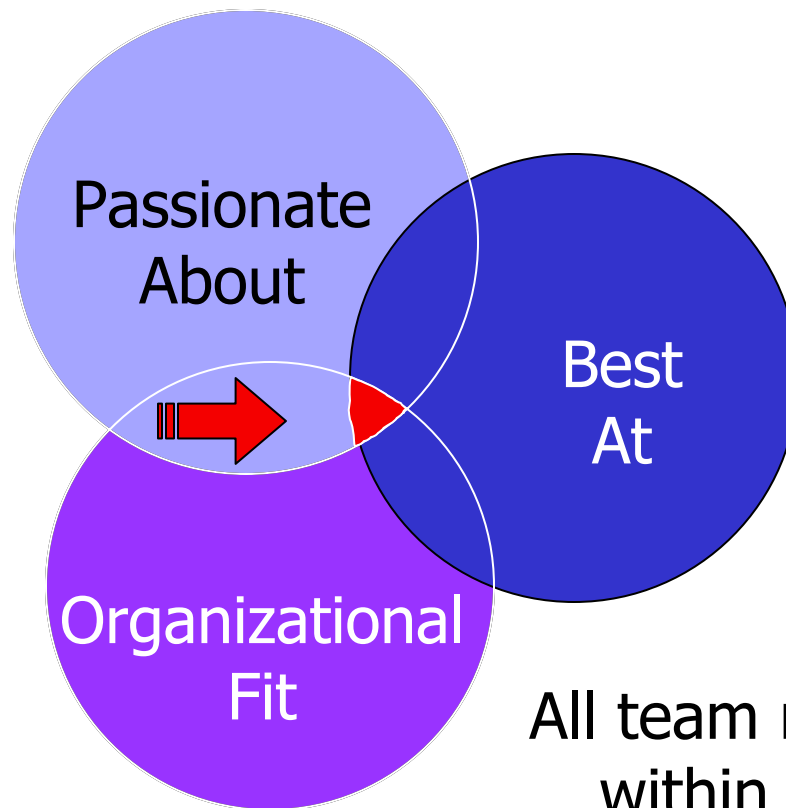
# *Leadership*

What kind of leadership is needed?





# *The Right People*



All team members operate within the intersection



# *Resources*

- Match passion, talent and fit
- Group decision making
- They decide who and by when





# *Staff and Board*

- The right people
- Influence  
*not*  
Authority
- Team  
accountability





# *Collaborative Leadership*

## Trust First!





# *Collaborative Leadership*

They tell you  
what needs  
to happen  
for success  
and results





# *Collaborative Leadership*

**Step Aside,  
Let  
Them  
Work!**





# *Leadership*

- Does everyone have what they need to succeed?
- How do I create a place where people want to be, not have to be?



# *In Closing*

- Get clear vision
  - Build plans together
  - Create small time boxes
  - Lead collaboration
  - Have fun; create a fun project
  - Ask the tough questions
- 
- Your questions?





# References

- *Good to Great ~ Social Sectors*  
- Jim Collins
- *The Seven-Day Weekend*  
- Ricardo Semler
- [www.collaborative-leadership.com](http://www.collaborative-leadership.com)