

## Brief - Project Management Support

Making work plans for each project will help members stay focused and on target. Meeting goals, planning events, recruiting volunteers, and strengthening the organization will be easier when time is taken to prepare an outline of expectations and objectives, and then make a plan for meeting those goals.

Some helpful questions to ask when preparing a work plan are:

- What is the purpose for doing this project? If this is an annual work plan, review the purpose of the organization, then define goals for the year.
- Is there a need for it?
- What resources are available to help attain these goals?
- Have other neighborhood associations attempted this activity? Can they be contacted for help?
- What tasks are involved with this project?
- Who will do the tasks?
- How much time is needed?
- What resources are needed to accomplish this project?
- Will this cost money? Does the association have the funds? How will you raise the money needed?
- Are there enough volunteers or members available to complete the project?

Organizing neighborhood projects can provide opportunities for neighbors to work together and continue to stay active. It also builds the credibility of the group as a moving force in the community.

Some common neighborhood projects are listed here to help you get started:

### **Neighborhood Cleanups**

Neighborhood cleanups are a great way to boost pride in your area. Your group can organize to collect debris in alleys, backyards, vacant lots, and sidewalks. When most of the litter is cleared, occasional cleanups can be organized to maintain the areas clean. Cleanups are a great way for neighbors to feel proud of where they live and provide immediate results.

Here are some helpful tips for planning a cleanup:

- Schedule a cleanup date (and a rain date) and time. Choose a Saturday or a Sunday, since most people are free on those days of the week.
- Notify residents of the project. Inform them of the date, time, and what tools would be helpful (work gloves, rakes, garbage bags, etc.) You can pass out or post flyers or make posters.
- On the day of the cleanup, organize people into teams to get the maximum use of your manpower and tools.

- Be sure to have a break where everyone can meet up at a centralized place for refreshments and some fun. It would be great to have a local merchant donate refreshments.
- Contact Public Works regarding litter collection dates and methods of pick up. Also, find out if some of the vacant lots in your neighborhood are city-owned. If they are, Public Works can help with the cleanup of those lots.

### **Babysitting Exchange**

An exchange system can be developed with neighbors where they baby-sit for services. For example, a parent can leave a child at a homebound senior's house while the parent shops for both households. Another example is when a parent has a doctor's appointment, that person can leave their child at a neighbor's home during the appointment. People that register for the service can specify what age children they feel comfortable sitting for. Parents should be advised to leave an address and phone number of where they can be reached in case of an emergency. Police should verify the names of people registering to be baby-sitters to secure the safety of the children.

### **Crime Prevention Education**

By educating your neighbors in safety techniques, you can improve the security of your neighborhood. A well-informed group with an active interest in crime prevention can significantly reduce the local crime rate. You may even consider starting a Neighborhood Watch group.

How to get started:

- Contact the Crime Prevention Officer to request a security inspection of homes that will inform residents of safety hazards, such as locks, windows, doors, etc. A speaker can also be provided to discuss security problems and measures to solve them.
- Any information about neighborhood safety programs should be distributed to community residents. Literature concerning safeguarding homes, burglary prevention, car thefts, and civilian patrol can be obtained from the Police Department. Once you have a crime prevention program established, you should publicize it to discourage criminal activity in your neighborhood.

### **Fire Prevention**

Plan a Fire Prevention Night by contacting the Fire Department for a speaker. A good fire prevention program can be easily organized for residents in your community.

How to get started:

- Call two weeks in advance. Provide alternate dates.
- Have at least ten to fifteen people commit to going to the presentation.
- Identify particular subjects for discussion at the presentation.
- Hold the meeting in a home, nearby church, or community center.

**Neighborhood Improvement Projects**

There are a variety of enhancement projects that your group can organize to make you neighborhood a great place to live. Start by identifying what your residents' value in your neighborhood and what they think needs to be done.

Consider a clean -up project, landscaping, entrance signage, park improvements, or a friendly code enforcement sweep.

**Use your imagination and listen to your residents!!**