

CVEB

Sample Project Plan

Description: Sample project plan template to assist co-Chairs with establishing a Community Veterans Engagement Board (CVEB).

Activity Summary		Start	End
Weeks 1-2	I. Collaborate to identify existing community networks to improve service delivery.		
	<ul style="list-style-type: none"> Identify VA point person to start conversations with potential co-chairs. Discuss CVEB geographic boundaries. Identify Veteran issues in the community and any existing initiatives. Identify potential co-chairs. 		
	Milestones: Geographic boundaries, potential co-chairs, review toolkit.		
Weeks 3-4	II. VA leadership begins communications with potential CVEB co-chairs.		
	<ul style="list-style-type: none"> Contact potential co-chairs. Discuss roles of the board and VA . Provide sample charter and other toolkit items. 		
	Milestones: Finalize co-chair roles and model framework		
Weeks 5-6	III. Co-Chairs contact potential board members and begin operations.		
	<ul style="list-style-type: none"> Suggest co-chairs leverage existing relationships to identify potential board members in addition to using the list of potential board member sources from the toolkit. Recommend co-chairs reach out to individual candidates to explore interest. Recommend co-chairs share the playbook and relevant toolkit items with board members. 		
	Milestones: Confirm list of board members and schedule first board meeting.		
Weeks 6-12	IV. Co-chairs convene first board meeting.		
	<ul style="list-style-type: none"> Hold first board meeting to discuss CVEB purpose, Veteran-community issues, Charter, logistics for future meetings, and community engagement to plan the first public forum. Set tentative date for the first public forum to be confirmed during the board meeting. 		
	Milestones: Charter language finalized to be signed at next board meeting, tentative date selected for public forum.		