Development Team Implementation Plan

Please fill in the questions below. This form will provide your development team with framework and guidelines as to how you will work together on an ongoing basis.

PART 1: Team

1. Team Lead: This is the person who is the primary contact for the project. They should be able to make decisions and represent the developer and/or owner. They are ultimately responsible for the successful development of the project.

Name	
Position	
Organization Name	
Address	
Phone	
Fax	
Email	
Role on team (Circle all that apply)	**Sponsor, Owner, Developer, Service Provider, Property Manager, Other**

2. Service Provider Representative: This is the person who is the lead on the services for the project. They have the ability to make decisions on service planning, etc. and are responsible for the service elements of the project as designated by the team.

Name	
Position	
Organization Name	
Address	
Phone	
Fax	
Email	
Role on team	**Sponsor, Owner, Developer, Service Provider, Property Manager, Other**

3. Property Management Representative: *This is the person who is the lead on the property management for the project. They have the ability to make decisions on property management planning, etc. and are responsible for the property management elements of the project as designated by the team.*

Name	
Position	
Organization Name	
Address	
Phone	
Fax	
Email	
Role on team	**Sponsor, Owner, Developer, Service Provider, Property Manager, Other**

4. Additional Members
Explain who else you would like to include on the team: name, agency, role on the team and contact information.

Owner:_____

Sponsor:_____

Development Consultant/Developer:_____

Toolkit Lead:_____

PART 2: Development Team Meeting Schedule
1. Meeting Schedule. Most development teams meet at a regularly scheduled time either weekly or every other week depending on the amount of activity that is happening at the time. Please identify your first meeting schedule.

Day of the Week:_____

Weekly/Bi-Weekly:_____

Starting Date:_____

Team Member in charge of ensuring the team meetings occur as agreed to above:_____

Team member in charge of taking minutes/sending out agendas and minutes:_____

PART 3: Communication Plan/Agreement
1. Communication Plan. Because of the complex moving parts involved with developing these type of projects and the need to make timely and often spur of the moment decisions it is important that the development team have an agreed upon communication plan to ensure timely responses to information requests and questions. Please identify your communication plan. Note: By identifying the components of this plan all development team members are committing to these principals.

Length of time to respond to requests via e-mail or phone from development team members and or other interested parties involved in the development i.e. funders, etc.

24 hrs.   48 hrs.

Note: This does not preclude the team members from notating via e-mail or phone if something needs to be responded to more quickly. Team members are responsible to respond to request for information in a timely manner.