

# PROJECT LEADER NEEDS ASSESSMENT WORKSHEET

The first step of developing a project leadership framework is to determine your program needs. As you define your volunteer engagement goals and objectives, consider your current program, how you want to expand your work, and how you can utilize volunteers in leadership positions. Take a few minutes to think about these questions:

What are the goals of our national service program? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are we able to meet these goals with our current staff capacity? Why or why not? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How do we want to expand the work we do currently? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What types of volunteer projects do we want to undertake? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How can project leaders help us enhance our current work, take on new projects, and accomplish our goals? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What specific needs do we have that project leaders can fulfill? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





Once you have identified your major needs, answer these questions. Explain the reasoning behind your responses as much as possible.

Is the need genuine or contrived? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Can you give the project leader ownership of the project? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Can you provide the essential support? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will the benefits be worth the work of training and supporting the project leader? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Would a volunteer want to perform the task(s)? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

