

Sample Fundraising Work Plan

Task	Who	September	October	November
ANALYSIS OF FUNDING ISSUES				
-Analyze current funding activities	LE	■ ■		
-Analyze other organizational issues	MS	■ ■ ■		
DETERMINE LONG-RANGE NEEDS				
-Review strategic plan	LE	■ ■ ■		
-Develop three-year budget	LE		■ ■ ■	
-Develop funding source matrix	EH		■ ■	
IDENTIFY PROGRAM OPTIONS				
-Review organizational model	SC		■ ■	
-Research other funding programs	EH		■ ■ ■	
-Evaluate current funding programs	MS		■ ■	
-Develop policy recommendations	LE		■ ■ ■ ■ ■	
-Write fundraising plan	LS		■ ■ ■ ■ ■	
-Adopt fundraising plan	LE			■
IMPLEMENT FUNDING PROGRAM				
-Develop implementation strategy	SC			■ ■ ■
-Develop work plans/budget	SC			■ ■ ■ ■
-Begin implementation	LE			■ ■ ■