

Example Project: Governance Review

1. Name of project: *Governance Review*
2. Describe your project:
 - a. What will you be doing? *Ensuring that congregational governance documents take people with disabilities into account.*
 - b. Who (name, and title as appropriate) will be responsible for managing the project? *The Board will assign this task to a team of people who will give advice to the congregation on changing relevant governance documents.*
 - c. If it requires financing, where will the money come from or how will it be raised? *N/A*
 - d. What approximate percentage of your congregation will be involved? *About 5%*
3. Project Plan:
 - *Conduct a policy review. Take a thorough look at your congregational governance documents: bylaws, policies, covenant of right relations, disruptive behavior policy, committee descriptions, and communications via minutes, newsletter, and directory site to make sure that the needs of people with disabilities are considered and addressed.*
 - *Suggest revisions as needed.*
4. What is the timeline for this project? *Within 1 year of starting program*
5. How will people with disabilities be involved in the planning, implementing and evaluating this project? *People with disabilities will serve on the committee doing the governance review. A larger group will also be consulted.*
6. Does this project fall under the category of inclusion, accessibility, or social justice? *Mostly Inclusion*
7. Which of your priorities from your needs assessment checklists does this project address? *This was an intermediate priority in our assessment, but it has the potential to affect a large range of congregational activity, so we believe it is important to do this.*
8. What is your objective for this project? How does it address your identified priority/ies? Will it completely solve your needs assessment priority or is it one of many steps or alternatives? *Our objective is to ensure congregational governance documents take people with disabilities into account.*
9. How will you evaluate if you have met your objective? *We will consult with members of the congregation who have disabilities by a survey.*