



## New Horizons for Seniors Program

Engaging Seniors, Strengthening Communities

# Fact Sheet Series 2

### Tips for Building a Project Team

The New Horizons for Seniors Program provides opportunities for seniors to make a difference in their community.

Are you already part of an organization that might develop a New Horizons for Seniors Program project, or do you need to build a team to help make it happen? An effective team will help develop a good project idea and ensure its success. This tip sheet provides ideas on how to build an effective project team.

#### First Things First: Planning a Project

Successful projects require careful planning. Think about what you want to accomplish, how you can do it, and who can help.

- Describe clearly the objectives of your project. Explain what you want to accomplish.
- Write a strategy explaining how and when you will achieve your objectives.
- Write a project plan describing what tasks need to be done.
- Identify the skills required to complete the tasks listed in your project plan.
- Describe the equipment and materials you will need.

#### Building Your Team

An effective team is made up of people with different skills, abilities, and knowledge. Who should you approach and what will you say to them?

- Think about your project objectives. Whose support or involvement would you need to make it a success?
- Use your network to find team members – friends, neighbours, other community or voluntary organizations, etc.

- Look for common ground. Shared issues, values, and interests bring people together.
- Communicate the objectives, goals and timeframes of your project clearly.
- Find people who are ready and eager to advance the project objectives, then listen to them.
- Involve the team in all aspects of planning.

#### Communication

Encourage good communications within your team. Be open to, and considerate of ideas and opinions put forth by others. To make everyone feel they are part of the team, hold clear and frequent discussions that clarify the following elements:

- the roles and responsibilities of each team member;
- the meeting process, schedule, and rules of conduct;
- how to resolve conflict within the team;
- how and when you will evaluate the effectiveness and success of the project; and
- how you will recognize and celebrate your success.

For information on the New Horizons for Seniors Program, visit [www.esdc.gc.ca/seniors](http://www.esdc.gc.ca/seniors) or call **1-800-277-9914** and select "0" to speak with an agent.