

Expertise and Resources – What does the Collaborative Effort Need?

Task	Timeframe	Expertise Required	Source of Expertise	Other Resource Needs
<i>Example: Develop website</i>	<i>1 year</i>	<i>Web programmer Graphic Designer</i>	<i>Community Colleges</i>	<i>Webpage Domain</i>

Expertise and Resource Inventory

Name:	
Affiliation/Organization:	
Address:	
Phone:	
Fax:	
Email:	
Your Area of Expertise	
<input type="checkbox"/> Administration/Computer	<input type="checkbox"/> Public speaking
<input type="checkbox"/> Artistic/Creative Projects	<input type="checkbox"/> Writing
<input type="checkbox"/> Data Analysis	<input type="checkbox"/> Program evaluation
<input type="checkbox"/> Fundraising	<input type="checkbox"/> Member Recruitment
<input type="checkbox"/> Facilitation	<input type="checkbox"/> Planning events
<input type="checkbox"/> Public Relations/Publicity	<input type="checkbox"/> Other (please specify): _____
Your Availability	
Approximately how much time can you devote to this project over the next 6 months?	
What is the best day for you to attend meetings?	
What is the best time of day for you to meet?	
Special Considerations. Do you have any special considerations that we should be aware of as we schedule meetings (e.g., preferred locations, childcare needs, access for persons with disabilities, other)?	