

The Ten Step Ministry Project Process

	Planning			Execution	
	Phase 1: Scope & Organization	Phase 2: Goals & Assessments	Phase 3: High Level Ministry Plan	Phase 4: Detailed Ministry Plan	Phase 5: Ministry In Action
New Ministry	What is the new ministry to be started? In what context?	What will the key features be? What are the goals & measures for "success"?	Draft Ministry Plan. How will things generally work?	Detailed ministry plan & trial runs.	New ministry is made operational.
Improved Ministry	What ministry will be improved and why?	Improved in what sense? By how much? Measured how?	What approach to improvement will be taken?	Details of changes and initial tests.	Improvements in place and ministry shows improvement.
Event Planning	Describe the event being planned – Why, why and for whom?	How big? Key features? Measures of good/bad event.	Basic outline of event – What, where, when, high-level schedule	Putting details in place and spot-testing parts.	Hold the event
Project Steps	1. New Ministry Covenant Agreement	2. Input & Prioritized Needs 3. Goals & Metrics	4. Ministry Approach 5. Initial Assessment	6. Detailed Ministry Roadmap 7. Pilot Plan 8. Plan to Sustain	9. Ministry In Action 10. Project Closure

Three classes of project (types) are shown above as listed on the left: starting something new, improving an existing ministry or planning a special event. The same 5 phases and 10 steps can be generally followed for each project type, but the work will obviously be different.

Further explanation of the project management basics for leading ministry projects can be found in *Leading Ministry Projects: Project Management Basics*, found on the Peninsula-Delaware Annual Conference Web site.