| ENDEAVOUR VOLUNTEER CONSULTING FOR NON-PROFITS (ENDEAVOUR) |
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| Statement of Work  Version 3.0 |
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| **<Team Name>** |
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# Executive Summary

# **Background**

Home on the Hill is a family-founded, non-profit organization established in 2011 to address the urgent need for affordable, supportive housing and services for individuals living with serious mental illness. Rooted in lived experience and driven by a community-centered approach, the organization was created by families who recognized the gaps in long-term care and support for their loved ones and others facing similar challenges.

Mission

* Home on the Hill is committed to improving the quality of life for individuals with severe mental illness and their families through a holistic and inclusive model of care. Its mission is to:
* Provide a caring and stable long-term home environment for persons with severe mental illness.
* Offer support services, life skills training, and programs that foster recreational, educational, and social integration.
* Support families through educational resources and emotional guidance, grounded in a family model of care.
* Promote public awareness and understanding of severe mental illness.

Currently, HOTH is seeking strategic guidance to become financially self-sustainable. Its primary funding sources include Bingo revenues from rental housing, grants from the Trillium Foundation, and community-based crowdfunding events.Problem Definition

# **Project Objectives**

# **Project Sponsors**

# **Project Approach**

# **Project Deliverables**

# **Project Scope**

## **Items with-in-scope**

## **Items out-of-scope**

## **Assumptions and Constraints**

# **Project Schedule**

# **Communications Plan**

# **Resource Requirements**

## **Client Human Resources Available**

**The hours available from the client must be included here**

## **Client Document Resources Available and Expected**

## **Consulting Hours Available**

# **Team Structure, Roles, and Responsibilities**

## **Responsibilities of Consulting Team**

### **Responsibilities of Engagement Manager**

### **Responsibilities of Consultants**

## **Responsibilities of Project Advisor**

## **Responsibilities of Knowledge Broker (if applicable)**

# **Deviation Disclaimer**

*The Deviation Disclaimer must be completed to indicate whether the Statement of Work (SOW) is a deviation from the client’s initial application. Should there be changes in the SOW, they should be noted to ensure that they client is aware of the scope change and understands the resulting implications.*

# **Client Agreement**

The following is a template of the Client Agreement signed by the Client and Endeavour Volunteer Consulting for Non-Profits (Endeavour) before commencing the consulting engagement:

*The template can be found online at the Endeavour Knowledge Center website – under Documents – Agreements and Guidelines.*

# **Change Request Procedure**

Where evaluation of business case for the proposal suggests the proposal may be worthwhile but cannot be achieved without amending the existing plan, the Endeavour Volunteer Consulting for Non-Profits (Endeavour) Change Request Form must be completed. The Change Request Form is designed to assist the Consulting Team, the Executive Team, and the Advisory Board in determining the potential impact of changes to the project timeline in the signed Statement of Work.

*The template can be found online at the Endeavour Knowledge Center website – under Documents – Agreements and Guidelines.*

# **Sign-Off on Statement of Work**

This Statement of Work is agreed to be complete and sufficient for commencing the consulting project described herein:

| **<Client *(insert client name here)*> Key Contact - Executive Level[[1]](#footnote-0)** | **Endeavour Volunteer Consulting for Non-Profits Engagement Manager [[2]](#footnote-1)** |
| --- | --- |
| **Full Name:**  *<Last name, First name, Middle Initials>* | **Engagement Manager Full Name:**  *<Last name, First name, Middle Initials>* |
| **Position:**  *<title>* | **Position:**  *<title>* |
| **Email:**  *<client@email.com>* | **Email:**  *<em@email.com>* |
| **Phone:**  *<1-000-111-0000>* | **Phone:**  *<1-000-111-0000>* |
| **Signature:** | **Signature:** |
| **Date:**  *<mm/dd/yyyy>* | **Date:**  *<mm/dd/yyyy>* |

# **Project Contributors**

| **Endeavour Volunteer Consulting For Non-Profits (Endeavour)** | **Client Organization (CO)** |
| --- | --- |
| **First Name Last Name** *Engagement Manager* | **First Name Last Name** *Title* |
| **First Name Last Name** *Senior Consultant* | **First Name Last Name** *Title* |
| **First Name Last Name** *Senior Consultant* | **First Name Last Name** *Title* |
| **First Name Last Name** *Consultant* | **First Name Last Name** *Title* |
| **First Name Last Name** *Consultant* | **First Name Last Name** *Title* |
| **First Name Last Name** *Consultant* | **First Name Last Name** *Title* |
| **First Name Last Name** *Consultant* | **First Name Last Name** *Title* |
| **First Name Last Name** *Project Advisor* | **First Name Last Name** *Title* |
| **First Name Last Name** *Knowledge Broker* | **First Name Last Name** *Title* |

# **About Endeavour**

Endeavour Volunteer Consulting for Non-Profits (Endeavour) is a registered Canadian charity that provides management consulting to improve organizational capacity and community impact. We focus on serving non-profit organizations that otherwise cannot afford professional consulting.

Since 2007, Endeavour has recruited and managed more than 300 volunteers to provide management advice to more than 60 non-profit organizations in Ontario, helping communities in many areas, such as the arts, children and family services, disabilities, education, environment, healthcare, immigrant services, rural development, skills training, poverty relief, and youth development.

Learn more about Endeavour at [www.endeavourvolunteer.ca](http://www.endeavourvolunteer.ca/)

1. Key Contact - ***Executive Level:*** *This individual has the authority to bind your organization in a consulting agreement with Endeavour and to make decisions for your organization.* [↑](#footnote-ref-0)
2. **Engagement Manager:** *Only sign after the project advisor has reviewed and approved the Statement of Work* [↑](#footnote-ref-1)