

Now that you have gathered background information and have had a chance to meet with your client, your team should have a clearer understanding of the problem or need that you will address along with the expectations of what needs to be delivered at the end of the project.

Summarize your team's understanding of the scope of the project and what you are expected to provide to your client during and at the completion of your project. This will be a reference document that your team will use to ensure that your project stays on track and that you meet all of the deliverables for your project.

Submit your project definition and outcomes document for feedback.

Project Title:

Landover Hills

Client:

Town of Landover Hills

Mayor Jeffrey Schomisch

Project Duration:

January to May 2025

Project Overview:

The Town of Landover Hills seeks to enhance community engagement by understanding residents' interests, priorities, and preferred methods of participation. This project aims to design and implement a structured survey to gather insights into community concerns, preferred engagement strategies, and potential initiatives.

Project Objectives:

- Understand Community Needs – Identify key issues and engagement interests of Landover Hills residents.
- Develop a Community Survey – Design an effective questionnaire to gather insights.
- Research Best Practices – Explore strategies to maximize participation and long-term engagement.
- Plan Survey Distribution – Recommend the best channels for reaching residents.
- Provide Actionable Insights – Analyze results and suggest strategies for ongoing community involvement.

- Deliver Final Reports & Presentation – Summarize findings and recommendations for town officials.

Project Deliverables:

- Survey Design Document – Outlining objectives, key questions, and methodology.
- Draft Survey – A community-friendly questionnaire.
- Survey Distribution Plan – Strategies for effective deployment.
- Engagement Strategy Report – Recommendations for long-term community participation.
- Final Presentation – Summary of findings and next steps for town officials.
- Final Report – Comprehensive documentation of project outcomes and recommendations.

Client Responsibilities:

- Provide access to relevant town data/information.
- Assist with survey distribution and community outreach.
- Offer feedback on our project deliverables.

Next Steps:

- Contact the client to set up a meeting
- Confirm all project needs with the client
- Begin working on a draft of the survey and survey distribution plan