

Memo: Project Development Process

To: Board of Directors

From: Sé Reed, CEO

Date: June 30, 2025

Re: Operational Practice – Project Development Process

This memo outlines the internal operational practices used to implement The WP Community Collective’s multi-phase Project Development Process.

These practices follow the structure adopted by the Board for the *Voting, Governance, and Decision-making Policies for the Projects Program*. All practices reflect The WP Community Collective’s values of transparency, collaboration, and contributor wellbeing.

Phase 1: Project Proposal

- Members and partners submit project ideas using the **Project Proposal Submission Form**.
- CEO reviews submissions for mission-alignment and feasibility.
- Feedback and decisions are shared with the proposer and archived in GitHub.

Phase 2: Community Review

- CEO-approved submissions are discussed and workshopped with members in the #project-development Slack channel.
- A member poll is conducted in the Slack channel by the CEO to assess Phase 3 readiness
- Summaries of discussions and poll results are archived.

Phase 3: Framework Incubator

Part 1: Development

- Projects in development receive a designated Slack channel with “incubator” addendum.
- Project frameworks are collaboratively developed using the **Project Framework Template**, including goals, deliverables, budget, contributor scaffolding, and accessibility practices.
- Contributors, staff, member reps, and partners participate in framework creation.

Part 2: Member Approval

- Finalized project frameworks are presented to members for final review
- A member poll is conducted in the Slack channel by the CEO to assess Phase 3, Part 2 readiness
- Discussions and poll outcomes are summarized and archived.

Part 3: Board Authorization

- CEO prepares final framework and spending authorization request for Board approval

Phase 4: Launch, Implementation, and Stewardship

- Project Slack channel “incubator” addendum is removed.
- Official Project created in The WPCC’s public project repository in GitHub.
- Project Leads work with member reps and staff to implement.
- Discussions, decisions, and outcomes are conducted in Slack.
- Discussion summaries, project updates, decisions, and outcomes are archived in GitHub.

Phase 5: Project Completion and Archive

- CEO or designated leadership, Project Leads, and Member Reps coordinate project close-out.
- Final outcomes and materials are included in the project repository archive.

These practices are overseen by the CEO and updated as needed to improve clarity, alignment, and contributor support. Major changes to these practices may be documented and shared with the Board via informational memo.