

How to use the chart | Fill in the information based on the answers you created with **How To Plan Volunteer Projects**. This chart will assist you in keeping track of what projects the volunteers have been assigned to, and how much time they have committed. An overview in chart form will allow you to see at a glance what everyone is working on.

Project Title and Description	Start/End Dates	Total Hours p/w	Total Volunteers Needed	Volunteer 1 (name, hours p/w, job title/description)	Volunteer 2 (name, hours p/w, job title/description)	Volunteer 3 (name, hours p/w, job title/description)

For more of the Nonprofit Survival Guide, visit:
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