

**Policy of
Greenville Woodworkers Guild, Inc.**

Title:	Project Request Policy	Policy No.:	21
		Revision:	1
		Date Adopted:	Oct 15, 2012
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Statement of Policy:

Projects undertaken by the Greenville Woodworkers Guild, Inc. (GWG) and performed at the Education Center shall require a project request form (PRF) to be completed and approved as set forth herein. A 'project' is defined as any work/activity (other than routine maintenance and repair which is covered by a work order) involving:

- Expense greater than \$500, including material costs.
- Man-hours greater than 10.

All projects meeting the aforementioned definition will require that a GWG Project Request Form be completed and approved before any project is initiated.

Reason for Policy:

The GWG has limited monetary and human resources available. In order to optimize these resources, properly prioritize projects, track progress and insure projects are in keeping with the objectives of the Guild a policy is required.

Policy Requirements:

- Any member in good standing may initiate a project request form and provide it to any member of the organizational team (see Sponsor line on PRF) for review at their regular meeting.
- Each project shall have a Sponsor and a Project Owner (Coordinator).
- The Sponsor and Project Owner shall collectively be responsible for completing the PRF including the appointment of a Team Leader.
- The Project Owner and Team Leader shall identify the Team Members.
- At project end, the Team Leader and Project Owner shall collectively provide final costs and any recommendations for changes for future projects.
- The Project Owner and Team Leader may be one in the same.
- Project Request forms will be reviewed and prioritized at regular meetings of the operational team or call a special meeting if required.
- The latest version of GWG Project Request form at the time of initiation will be used.