

TIME AND TASK ANALYSIS

We have reviewed EFS's use of time and compared our collective work-product against the expectations in our contract and have the following observations:

Task One: IDENTIFY AND DETAIL PROGRAMS REQUIRING PRIORITY FUNDING SUPPORT
Produce a list of CEM's general operating and program/project priorities for years one and a detailed description of purpose, need, desired outcomes, timelines and budget. Available EFS consulting days 4.0.

Status - Time

Time devoted to developing programs is as follows:

February and March	
Program development	14.10 hours
April and May	
Program development	3.25 hours
Retreat	<u>17.50 hours</u>
Total time used	34.85 hours
Time available	48.00 hours
original contract	32 hours
added time for retreat	16 hours
<u>Time available</u>	13.15 hours

Status - Tasks

- The Board did succeed in confirming a list of the Board's operating and program priorities for year one.
- EFS has written a two-page generic case for support that conveys CEM's goals, vision and mission of CEM.
- The Board meeting did not result in detailed descriptions of purpose, need, desired outcomes, timelines and budget for each program area but did collect important information for Kate's and our use with the newly formed board committees devoted to fund raising.

Summary: EFS spent two days working on the retreat that were not contemplate in the original contract. Production of fund raising proposals was delayed because of the need to have the CEM board sign-off on the organization's priorities. EFS and Kate will need to work very hard to meet the Fall foundation funding cycle.

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Task Two: IDENTIFY AND QUALIFY DONOR PROSPECTS: Develop donor prospects, complete a list identifying CEM volunteer contacts with donor prospects, collect application deadlines and grant guidelines. Available consulting days 4.0.

Status - Time

Time devoted to identifying qualified donors is as follows:

February and March	
Research	0.0 hours
April and May	
Research	5.5 hours
	<u>5.5</u> hours
Total time used	5.5 hours
<u>Time available</u>	26.5 hours

Status - Tasks

- EFS has done some preliminary investigation on the internet. Enough to be prepared for the retreat.

Summary: EFS has over three days remaining to research the Communications and Days of Action priorities retreat and, through the new committees, identify CEM contacts to potential funders.

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Task Three: WRITE GRANT PROPOSALS: Send 30 completed grant proposals to CEM for signature, inclusion of attachments (by-laws, IRS letter, etc.) and mailing.
Available contract time - 15 days of consulting time (½ day per proposal)

Status - Time

Time devoted to grant writing is as follows:

February and March	
Grant writing	0.0 hours
April and May	
Grant writing	<u>0.0</u> hours
Total time used	0.0 hours
<u>Time available</u>	120 hours

Status - Tasks

- No time has been devoted to this task yet.

Summary: Writing proposals will start ASAP. Exactly when depends on when EFS and Kate with Committee review can define programs and prospects well enough for EFS to submit winning requests.

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Task Four: PROVIDE CEM WITH A FUND RAISING MANAGEMENT PLAN
Recommend a volunteer and staffing plan to support CEM's on-going development activities. Available consulting time 4.0 days.

Status - Time

Time devoted to developing a fund raising management planning is as follows:

February and March	
Fund raising planning	2.10 hours
April and May	
Fund raising planning	9.75 hours
Total time used	<u>11.85</u> hours
Time available	32.00 hours
<u>Time available</u>	20.15 hours

Status - Tasks

- EFS has been informally providing fund raising management assistance. But has not attempted to write a Fund Raising Management Plan.

Summary: EFS proposes to draft management suggestions for CEM's development activities when it is further into Phases two and three.

Please call us if you have any questions.