

DCMGA PROJECT MANAGER RESPONSIBILITIES

The goal of a Master Gardener project is to provide information to the Residents of Denton County and the Master Gardener Community with regard to safe, effective and sustainable horticultural practices.

1. Before accepting a project, determine the educational benefits that it will bring to the community.
2. As a Project Manager, you are DCMGA's liaison to our Community Partners.
3. All projects must be approved by the County Extension Horticultural Agent prior to being submitted to the DCMGA Project Administrator (Board Vice President) and the Board.

Once the project is approved:

4. Recruit and train Master Gardener volunteers. If possible, schedule a full season of workdays and events in advance allowing team members to plan their schedules.
5. To provide continuity for on-going projects, recruit and train an Assistant Project Manager who can step into your position when necessary.
6. On project workdays, arrange for a substitute such as the Assistant Project Manager or another qualified team member to be available should you be unable to attend.
7. On workdays, provide a DCMGA Participation Record so that volunteers may record their attendance. Turn these sheets into the Extension Office shortly thereafter.
8. Should there be problems or delays in the workday schedule, notify the Extension Office (940.349.2883 or dcmga.volunteer@gmail.com) as far in advance as possible.
9. Keep the DCMGA Project Administrator (Board Vice President) as well as project team members informed of activities and progress including highlights and issues.
10. Document your project with before and after photos along with narratives. From this documentation, ideally develop an educational display of the project emphasizing DCMGAs Mission Statement.
11. Work with the Communications Director to publicize your project both to the community as well as DCMGA.
12. At the conclusion of your project, complete a DCMGA Project Evaluation / Summary form to include the results of any formal and/or informal evaluations. Review the findings with the DCMGA Project Administrator (Board Vice President) and the Board.
13. When requested, work with the Awards Committee Chair to prepare your project results for nomination as a State/Local year-end award.

For ongoing Projects:

1. Your attendance at the annual Project Management Review meeting with a completed DCMGA Project Continuation form is important in providing continuity and direction to DCMGA for active projects.
2. Participation in the annual Project Fair (immediately following the February Monthly Membership Meeting) provides an opportunity to inform the Membership about your project and encourage participation in it.

Thank you. Your role as a Project Manager is important to DCMGA.