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EXPLORE + CREATE + SHARE

PROJECT TITLE

SUPER AMAZING HIVE PROJECT

Partners

Lead Partner

Partner 2

Partner 3

Key Point of Contact

Name: Jane Doe
Phone: 555-552-5555
Email: jdoe@leadptnr.org

Name: Jamal Deer
Phone: 555-552-5556
Email: jdeer@okptnr.org

Name: Justin Doer
Phone: 555-552-5557
Email: jdoer@smallptnr.org

Other Points of Contact

Name: John Funder
Contact Type: Development
Phone: 555-552-3332
Email: jfunder@leadptnr.org

Name: Jill Funder
Contact Type: Development
Phone: 555-552-3333
Email: jfunder@okptnr.org

N/A, Contact Justin

Name: Ima Incharge
Contact Type: Exec Dir
Phone: 555-552-3334
Email: iincharge@leadptnr.org

Name: Ignatio Lead
Contact Type: Exec Dir
Phone: 555-552-2222
Email: ilead@okptnr.org

N/A, Contact Justin

PARTNERSHIP ROLES & RESPONSIBILITIES

Identify Partner Responsible for:

Scheduling Partner Meetings

Jane

Updating/Maintaining Workplan

Jamal

Hive Meetup Report Outs

Jane

Grant Reporting

Ima

Ignatio

Justin

Youth Outreach/Communications

Justin

Insert other roles/responsibilities

Insert other roles/responsibilities

PARTNERSHIP COMMUNICATION & TOOLS

Our Partners Use These Tools for:			
<i>Calendar</i>		Shared Google Calendar	
<i>Workplan</i>		Google Sheet: insert link	
<i>Regular Communications</i>		Email + Slack Channel	
<i>Conference Call Dial-in</i>		Jane's Free Conference Line: 555-555-5555, passcode: 555333#	
<i>Shared Files</i>		Google Folder: insert link	
<i>Insert other shared tools</i>			
<i>Insert other shared tools</i>			