

This is a guidance document for the Project Anchor. It provides a checklist of activities that need to be completed to initiate a new working group.

Checklist to start a project

All the following items are a responsibility of the Project Anchor to initiate and maintain.

- ☐ All project anchors should have a Peopleplus email address.
- ☐ Issue a project ID for the working group. For example, Open Cloud Compute is OCC, Jan ki Baat is JKB.
- ☐ Publish and link your Project Charter to the Project DB (if you need to develop a charter document, use this [template](#)).
- ☐ Create a Google group for your project. Use the project ID to create an email address for this Google Group. For example, the OCC group uses occ.all@gmail.com
- ☐ Add all team members (including volunteers) to this google group.
- ☐ Use the Google Group email address to set up:
 - ☐ Any team meetings
 - ☐ Google space for working group
 - ☐ Give access to Project's Google Drive in *comment* capacity
 - ☐ As and when the Anchor adds new volunteers to the Google Group, it will automatically trigger all new members to be added to team meetings, the Google space for working group and Project's Google Drive.
- ☐ Create a Shared Drive on Google using the Project ID and Project Name which will host all project-related documents. For example, this is [OCC's Shared Drive](#).
- ☐ Have a public-facing website.
- ☐ Every working group should have a Github repository. We have created a [template](#) for this. For example, this is [OCC's git repository](#).
- ☐ Every working group needs project goals and milestones. Ensure you have Project OKRs for the upcoming quarter and details around what you hope to achieve in monthly sprints populated (if you need to build OKRs, use this [template](#)). All volunteer conversations should be grounded in short and long-term goals you want to achieve for the project.
- ☐ Ensure the project details are updated in the project database.
- ☐ Meetings: Use Project ID in the meeting title, set up Automation for ReadAI Meetings to go into the Google Space
- ☐ WhatsApp group - write clear guidelines for water cooler chat, introductions, cool links.

How to onboard a new volunteer

We have created a template that should be used to onboard new volunteers. You are welcome to create your own version of this. All custom items are in blue. Project anchors need to add all existing volunteers and new volunteers to the Project's google group.

Email template to onboard volunteers

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Thank you for joining the “**xyz**” working group at [people+ai](#). We are excited to have you join the team. The Project Page can be found [here \(add link to your github repository\)](#).

We have added you to the Google Group (groupemail@peopleplus.ai), as a result, you should have access to

1. Any team meetings - [call out any standing team syncs where you're expecting the volunteer to join.](#)
2. Google space for working group - [used for project communication](#)
3. Project's Google Drive in *comment* capacity - [should be organised and easy to navigate](#)

Please feel free to add comments on any document in the Drive.

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