

Charlottesville Village of Veterans Work Plan

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| Primary Student Contact | Drew Boland |
| Community Partner | American Legion Post 74 |
| Faculty Advisor | Garrick Louis |
| Project Title | Village of Veterans |
| Brief Description of Project | Formed in 2016, the Charlottesville Village of Veterans (C-ViVe) group is a multidisciplinary project team focused on designing a housing community for veterans and their families in the Charlottesville-Albemarle area. Our approach involves creating preliminary architectural drawings, gathering veteran input on the project through a comprehensive surveys and focus groups, and forming the foundation of the community to provide for a sustainable future for our nation's heroes. |

| Goals and Objectives | Activities | Outcomes (Deliverables) | Implementation Steps | Project Timeline (Date to be completed) | Team Member Responsible | Resources Needed |
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| Research veterans opinions and gain feedback on design. | Obtain IRB-SBS Approval on Survey Questions | Official approval notice regarding the survey. | Submit the IRB-SBS protocol form | Submit form by December 31 st , 2017 | Drew Boland | None |
| | Distribute survey | All of the physical surveys have been mailed and the online survey has been published | <ol style="list-style-type: none"> 1. Print out the surveys envelopes and postage 2. Order envelopes and postage 3. Combine survey, plus return envelope and postage in a single letter 4. Mail out all 1000 letters | Have all surveys mailed and published online by February 15 th , 2018 | All members | <ol style="list-style-type: none"> 1. Envelopes (delivery and return) 2. Postage (delivery and return) 3. Paper and printer |

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| | | | | <p>5. Complete and publish survey on Qualtrics</p> <ol style="list-style-type: none"> 1. Receive all mailed survey back 2. Stop submissions for online survey 3. Give results to professional service for analysis | <p>End survey period on August 31st and give to professional service by September 15th, 2018.</p> | <p>Drew Bolland and Garrick Louis</p> | <p>None</p> |
| <p>Receive back all the surveys and begin having the results analyzed</p> | <p>A final report regarding the results of the survey.</p> | <p>5. Complete and publish survey on Qualtrics</p> <ol style="list-style-type: none"> 1. Receive all mailed survey back 2. Stop submissions for online survey 3. Give results to professional service for analysis | <p>End survey period on August 31st and give to professional service by September 15th, 2018.</p> | <p>Drew Bolland and Garrick Louis</p> | <p>None</p> | | |
| <p>Conduct focus groups and use results in conjunction with the survey results</p> | <p>A report of the topics and points brought up in the focus groups</p> | <p>1. Prepare focus group topics and questions</p> <p>2. Get questions IRB-SBS approved</p> <p>3. Conduct the five planned focus groups</p> | <p>Get the IRB-SBS approval by March 31st and begin focus groups in May, 2018.</p> | <p>All members</p> | <ol style="list-style-type: none"> 1. Echo Pens 2. Lodging 3. Gas 4. Food for participants 5. Travel stipend for members 6. Rental room for focus group meeting | | |
| <p>We want to acquire the land for which we will build the community</p> | <p>Signed Deed to the land</p> | <p>1. Meet with UVA Real Estate foundation and/or Virginia real estate foundations</p> | <p>Have the land acquired by April 31st, 2018</p> | <p>Garrick Louis and Brian Langmack</p> | <p>Money for legal fees associated with the land acquisition</p> | | |
| <p>Land Acquisition</p> | | | | | | | |

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| Non-profit Status | Acquire 501(c)(3) status as a non-profit organization | Official recognition as 501(c)(3) | 2. Have the foundation donate the land to C-Vive | Secure status by September 30 th , 2018. | All members | Money for filing fees. |
| Community Organization | Organize the governing system of the community | Formation of the committee | <ol style="list-style-type: none"> 1. Learn from the survey what type of governance the community should have 2. Set up an official system based on the survey results 3. Recruit members to sit on the committee | Determine the structure of the committee by October 31 st , 2018 and fill the committee with members by April 30 th , 2019. | All members | |
| Architectural Plan | Obtain professional architectural drawings | Acquisition of the completed drawings from the Architect. | <ol style="list-style-type: none"> 1. Acquire land 2. Finalize student drawings 3. Submit to professional architect | Submit drawing request to Architect by December 31 st , 2018. | All members | Money for the cost of the professional drawings. |