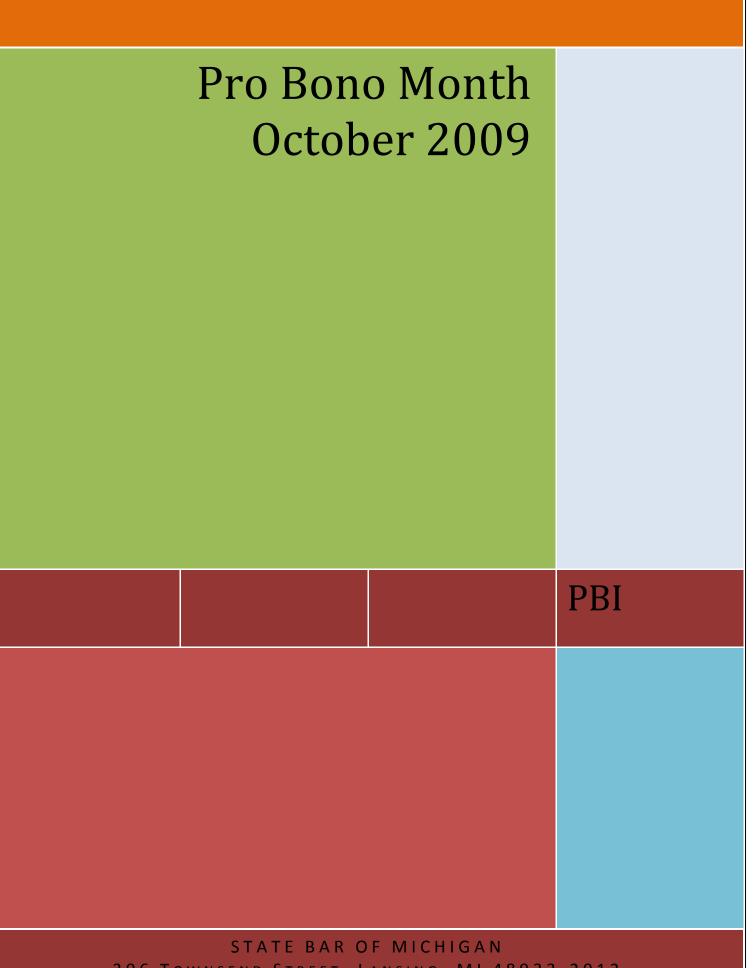
PROJECT INITIATION DOCUMENT



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State Bar of Michigan

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1. INTRODUCTION

The State Bar of Michigan (SBM) and the Pro Bono Initiative (PBI) are collaborating to celebrate Pro Bono Week 2009 in conjunction with the American Bar Association's national recognition of pro bono activities. Pro Bono week was first celebrated in Chicago and has become a national, annual occasion. It is an opportunity for attorneys across the country to plan events in recognition of individuals who currently do pro bono work and to encourage others to do the same.

A workgroup was formed at the December 2008 meeting of the PBI. The group was charged with planning and coordinating events in recognition of Pro Bono Week 2009. This workgroup plans to coordinate and focus the efforts of all Michigan law firms, legal service providers and members of the legal community to celebrate and recognize the American Bar Association's call to Pro Bono Week 2009.

In order to facilitate increased focus on a wide array of pro bono activities, the workgroup has decided to extend **Pro Bono Week** into **Pro Bono Month**. The approach that will be taken is to collaborate with the SBM in publicizing events locally as well as state wide.

THE WORKGROUP INCLUDES:

(Names and contact information)

2. PROJECT OBJECTIVES

The goal is to have substantial recognition of Pro Bono Month 2009 by Michigan law firms, corporations, legal service providers and all other members of Michigan's legal community.

Goals	Objectives	
Raising Awareness	• Informing the legal community on Pro Bono Month and ways to get involved.	
Publicizing	• Use all possible means offered by the State Bar of Michigan i.e. Web-blasts, newsletters etc.	
Streamlining	• Encourage and assist the legal community to recognize Pro Bono Month 2009 by collaborating with this workgroup.	
	• This will be accomplished by launching a website that will host all trainings across the state.	
Collaborating	• Contacting groups across the state who are interested in celebrating Pro Bono Month 2009 and inform them of ways in which the work group and the State Bar of Michigan can assist.	
Celebration	• A social celebratory event that will recognize all individuals that have celebrated Pro Bono Month.	

3. SCOPE

Phase 1	Coordination Efforts		
Scope:	This phase will span ongoing efforts to publicize Pro Bono Month and seek potential collaborators who will help encourage others to recognize Pro Bono Month.		
Dates/Duration:	Ongoing Efforts targeting April 1, 2009		
Deliverables:	 Continue Collaboration with Communications and Public Relations at the State Bar. Collaborate with Local sections 		
	 Bar journal Articles 		
	 Launching a website 		
Outcome:	Assist, collaborate and coordinate with all individuals who have expressed an interest in Pro Bono Month 2009.		
Phase 2	Culmination of Events		
Scope:	A final event that will recognize in a social setting all the individuals who have taken time out to celebrate Pro Bono Month.		
Dates/Duration:	October 25-31 2009		
Deliverables:	Cocktail Hour		
	Recognition of Cummiskey Winner		
	Circle of Excellence Firms		
	Pro Bono Initiative		
Outcome:	A potential celebratory event. This will be determined at the March 3, 2009 meeting of the workgroup.		

4. ROLES & RESPONSIBILITIES: PHASE 1

This phase will span ongoing efforts to publicize Pro Bono month educating, informing and encouraging others across the State to recognize this month. Individuals and agencies will be given the opportunity to choose how best they want to recognize this month. This could be in the form of an activity or planned training. This workgroup will help agencies with organizations, ideas and suggestions.

1-23-09

Responsible Person	Task	Outcome

3-3-09

Responsible Person	Task	Outcome

Pro Bono Month 2009

State Bar of Michigan

4.1. ROLES AND RESPONSIBILITIES: PHASE 2

1/23/09

This will potentially be a culmination of events. This will recognize, in a social setting, all the individuals who have taken time out to celebrate Pro Bono Month. The discussion will continue at the March 3, 2009 meeting.

3/3/09

At the March 3, 2009 meeting the group decided the culmination event will be October 29, 2009. This will be a social recognition of all the participants of Pro Bono Month 2009. Currently two locations are being explores; Novi and Lansing.

3-3-09

Responsible Person	Task	Outcome

5. RELATED PROJECTS

We will be collaborating with other programs across the State of Michigan who are also celebrating Pro bono Month. Here we will list all names of individuals who are also planning an event during that month.

Pı	rojects	Expected Completion
•	Bar Associations.	
•	All Michigan Law Schools	
	Thomas M. Cooley Law School	
	Michigan State University College of Law	
	University of Michigan Law School	
	Wayne State Law School	
	Ave Maria School of Law	
	University of Detroit Mercy School of Law	
•	Law Firms	
•	Legal Service Providers Throughout the State of Michigan	
•		
•		
•		
•		

6. PROJECT CONTROL

This project will be monitored by XXXXXXXXXXX and members of the project workgroup. In addition there will be collaboration and if needed support from the Pro Bono Initiative.

The workgroup will identify an "issue log." This will address unforeseen issues that arise and who will be addressing them. All concerns and questions regarding Pro Bono Month will be addressed to the workgroup.

This project will be subject to modification as the workgroup progresses. Suggestions will be open to the legal community to discuss ways in which this project can continue to grow. Changes and modifications will be submitted to the workgroup and if further discussion is needed to the Pro Bono Initiative. Each "Change Request" will be documented; this will included the initiator, the reasons for request and a description of the requested change and or modification.

All financial requests will be made to the Pro Bono Initiative. If at this point, the group can foresee a financial need then the request can be made to the PBI.

Issue Identified and By Whom	Assigned To

7. COMMUNICATION

Appropriate two-way communication between the workgroup, the PBI, bar staff and all potential stakeholders is crucial to the success of the project.

All communications from interested individuals will be directed to XXXXXXXXXX, who will then communicate concerns, questions etc. to the workgroup. If no decision can be made then such information will be directed to the Pro bono initiative.

8. STAKEHOLDERS

The following parties are determined to be potential interested parties and focus will be given to ensure appropriate contact. (This list is not all inclusive).

Stakeholders	Expected Communications	Frequency	Means
Local and Special Purpose Bar	Introducing Pro bono month	Letter of introduction Ad hoc as necessary	Email, e-Blast
Affinity Bars	Inform on activities of workgroup and ways to get involved.	Letter of introduction Ad hoc as necessary	Group e-mail Attending meetings
Law Firms	Informal communication of progress Discussion of issues Respond to issues raised	Letter of introduction Ad hoc as necessary	Group e-mail, from project office Formal reports plus informal communication
Federal Bar Association	Informal communication of progress	Letter of introduction Ad hoc as necessary	Email, e-Blast, newsletters
Law School Clinics	Informal communication of progress	Letter of introduction Ad hoc as necessary	Wynter will gather information on all law school clinics and pass on to the group.
Immigration Clinics	Inform on activities of workgroup and ways to get involved	Letter of introduction Ad hoc as necessary	
Bar Sections		Letter of introduction Ad hoc as necessary	
Upper Peninsula Involvement	Inform on activities of workgroup and ways to get involved	Letter of Introduction Ad hoc as necessary	
Law Day	This could be used as a potential kick-off for pro bono month.		

9. FINAL REPORT