**HerNest**

*Human Centered Data Ecosystem*

**Her Nest Subscribing Organizations Work Flow And New Structure**

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**📖 HOW TO USE THIS TEMPLATE**

**What This Is**

HerNest template for your organization.

**How to Use**

* Read through completely
* Replace [PLACEHOLDERS]
* Customize as needed
* Review with team

**Tips**

* Keep original for reference
* Update regularly

**📝 ABOUT PLACEHOLDERS**

* [Organization Name] → Your organization name
* [Your Name] → Your actual name
* [Date] → Actual date
* HerNest or [HerNest] → Keep as is (ecosystem name)
* Any [BRACKETED TEXT] → Your information

**📄 TEMPLATE CONTENT**

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**HER-NEST & SUBSCRIBING ORGANIZATIONS**

**Updated Operational & Program Policies**

Applies to:

Subscribing Businesses

Internal HerNest Team

Non-Profit Subscribers under HerNest

**1. Partnerships Process**

All collaborations must follow this sequence before implementation.

**Process Flow**

Submission

All external or internal collaborations must be sent to the Partnership Department at least 2 weeks before the proposed implementation date.

Documentation

The Partnership Department prepares a Collaboration Document and forwards it to the Team Lead within 5 working days.

Review & Approval

The Team Lead reviews the document for alignment with mission & vision.

If approved, the Team Lead returns the document to the Partnership Department for MOU drafting.

In urgent cases, the Team Lead may prepare the MOU directly.

MOU Finalization

Once MOUs are signed, the Partnership Department updates the Team Lead.

Internal Notification

The Team Lead informs:

Implementation Plan

Must include:

Communication materials

Assigned teams

Program execution steps

Timelines

Execution dates require Team Lead approval.

Execution & Oversight

The Team Lead oversees all activities to ensure adherence to the approved plan.

**Partnerships Compliance Checklist**

**2. VIT (Volunteer in Training) Program Policy**

**Purpose**

To ensure only trained, committed individuals progress into organizational roles.

**Key Rules**

Eligibility

Only active volunteers currently delivering tasks can be selected.

Role Creation

VIT roles created only when a position exists and budget is allocated.

Training Duration

Standard period: 3 months.

Training Plan Requirements

Minimum 3 role-specific courses.

Understanding of:

Department processes

Systems & structures

Organization’s mission & goals

Assessment

At program end, VITs complete an Assessment Form (created by Team Lead & Operations Lead).

Scoring done by HerNest Operations before final decision.

Role Transition

Only after successful assessment & Team Lead recommendation.

**VIT Compliance Checklist**

**Execution Time Policy – Programs & Communications Departments**

**1. Pre-Execution Readiness**

Execution timelines only start after the following checkpoints are complete:

Partnership Department has finalized and approved the collaboration document.

Team Lead has approved execution dates and overall plan.

MOUs (if applicable) are signed.

Programs & Communications Leads have reviewed the execution plan and signed off on internal readiness.

**2. Standard Execution Timeframes**

**3. Cross-Department Synchronization Rules**

Programs & Communications must hold a Joint Kick-off Meeting within 2 working days of receiving final approval from the Team Lead.

Both departments will share draft execution calendars for alignment before locking dates.

If either department is delayed, the execution start date is automatically shifted to preserve quality — no rushed rollouts.

**4. Emotional Intelligence (EQ) Measures**

Anticipation: Communications to prepare audiences early so Programs meets minimal resistance during rollout.

Clarity: Departments must communicate obstacles openly during prep stage to avoid last-minute breakdowns.

Energy Mapping: Choose execution dates that align with peak engagement periods (for both teams and audiences).

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| Step | Action | Responsible | Deadline | Status |
| 1 | Submit proposal to Partnership Dept | Originating Dept |  |  |
| 2 | Prepare & send collaboration document | Partnership Dept | 5 working days |  |
| 3 | Approve & return to Partnerships | Team Lead | 2 working days |  |
| 4 | Draft & sign MOU | Partnerships / Team Lead | Before start date |  |
| 5 | Notify Communications & Programs | Team Lead | 24 hrs after signing |  |
| 6 | Approve execution dates | Team Lead | Before launch |  |
| 7 | Monitor & report | Team Lead | Ongoing |  |

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| --- | --- | --- | --- | --- |
| Step | Action | Responsible | Deadline | Status |
| 1 | Confirm active volunteer status | Department Lead | Before selection |  |
| 2 | Confirm role vacancy & budget | Department Lead | Before training start |  |
| 3 | Enroll in 3 courses | VIT | Month 1 |  |
| 4 | Complete process & structure training | VIT | Month 2 |  |
| 5 | Submit Assessment Form | VIT | End of Month 3 |  |
| 6 | Review & score assessment | Team Lead & Ops Lead | Within 5 days |  |
| 7 | Approve or deny role transition | HerNest Ops | After scoring |  |

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| --- | --- | --- |
| Activity Stage | Programs Department | Communications Department |
| Preparation & Planning | 5–7 working days to design program schedule, secure resources, and confirm participants. | 3–5 working days to create communication materials, social media plan, press kits, and briefing notes. |
| Pre-Launch Campaign | N/A | 5–10 working days before event/program to begin teasers, stakeholder engagement, and audience outreach. |
| Execution | According to approved program schedule (typically 1–5 days for events, longer for multi-phase programs). | Live coverage, real-time updates, media monitoring during the event/program. |
| Post-Execution Wrap-Up | 3 working days to finalize participant lists, program reports, and follow-up actions. | 3–5 working days to release impact stories, media reports, and archive communications. |

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*HerNest • Empathy First • Truth as Foundation • Sustainable Impact • Capacity, Not Dependency*