

Project Planning

9. Prepare a written project plan demonstrating the steps below, including the desired outcome.

This is a project on paper, not a real-life project. Examples could include planning a camping trip, developing a community service project or a school or religious event, or creating an annual patrol plan with additional activities not already included in the troop annual plan. Discuss your completed project plan with your counselor.

- (a) Define the project. What is your goal?
- (b) Develop a timeline for your project that shows the steps you must take from beginning to completion.
- (c) Describe your project.
- (d) Develop a list of resources. Identify how these resources will help you achieve your goal.
- (e) Develop a budget for your project.

Project Title

Project name: _____

Scout name: _____

Date: _____

9 (a) Define the Project: What Is Your Goal?

Project Choice

What kind of project are you planning?

Project Goal

What is your main goal?

Who is the project for?

Desired Outcome

When the project plan is complete, what should be accomplished?

9 (b) Develop a Timeline

List the steps you must take for your project to happen.

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

Timeline Check

Have you included:

- The first step
- Major planning steps
- Final preparations

Notes:

9 (c) Describe Your Project

Project Description

What will happen during the project?

Where will the project take place?

How long will the project last?

Who will take part?

What activities are planned?

Will special equipment, training, reservations, permits, or safety planning be needed?

9 (d) Develop a List of Resources

List the resources you will need.

Resource Check

Have you considered:

- People who can help
- Places or facilities
- Equipment or supplies
- Food and water
- Transportation
- Safety or first-aid supplies
- Rules, reservations, or permits
- Information sources such as websites, maps, or guidebooks

9(e) Develop a Budget

Estimate the costs for your project.

Item	Cost (\$)
Total	

If the Budget Is Too High

What could you change to reduce the cost?

Could you borrow, share, or rent equipment instead of buying it?

Could you choose a shorter, simpler, or closer option?

Backup Plan

The more planning you do, the less likely you are to encounter surprises. Still, it is wise to have a backup plan in case something changes.

What could go wrong?

What is your backup plan?