

Planning Guide

PLANNING

1) Primary Purpose. (What is the one reason you want to successfully run this project?)

2) Give a brief description of the proposed project and background information. Include a listing of the specific goals to be accomplished by this project.

Project Goals:

3) What are the specific manpower assignments? (Show names and duties)

Chairperson:

Co-Chairperson:

Committee:

4) What specific materials, supplies, and resources will be required?

Materials and Supplies:

Resources: (Non-Jaycee)

5) Describe the potential problems and solutions to successfully complete this project.

Problem:

Solutions:

6) Complete a proposed budget indicating all anticipated income and expenses.

Expected Gross Income:

Expenses:

Total Expenses:

Net Profit:

7) List the specific steps to bring this project to a successful completion showing planned dates for each step.

IMPLEMENTATION AND EVALUATION

8) Record any revisions to the original plan.

9) What changes or recommendations do you have for a future chairperson?

10) Give specific results for each goal established. Describe the impact of the project on the chapter, individual members and the community.

Project Goals:

11) What other areas of opportunity may be involved?

International:

Individual:

Membership:

Management:

IMPACT STATEMENTS

Chapter:

Individual:

Community: