



Peace through Understanding

Project planning Checklist

The following form is a template your chapter may use when planning a project. With any project, planning is vital. It will be helpful to consider these factors well in advance (no later than 60-90 days prior). Start by determining the following details about your project: **Project Name, Committee Members, Date/Time of Project and Project Location.** Continue your planning by using this form.

| Operations Check List | | | |
|---------------------------------|---|---------------------|-----------------------|
| √ if Complete | Task | Who is Responsible? | Deadline |
| | Secure Host Site | | |
| | Form Program Agenda | | |
| | # of people needed (<i>members, volunteers, teachers, etc.</i>) | | |
| Publicity Check List | | | |
| √ if Complete | Type of Publicity | Who is Responsible? | Distribution |
| | Flyers/Table Tents | | |
| | Newspaper Ads | | |
| | Posters/Brochures | | |
| | Banners | | |
| | Radio Announcements | | |
| | Press Releases | | |
| | Photographer/Videographer | | |
| | Creating a Display | | |
| | Social media (Facebook, Twitter, etc.) | | |
| | Open Letter (to teachers, students & community groups) | | |
| Project Budget Worksheet | | | |
| Income | Item | Expenses | Item |
| | Fundraising Monies | | Presenter's Fee |
| | Co-Sponsorship funds | | Program Materials |
| | PTPI Grant | | Publicity/Postage |
| | Chapter treasury | | Travel |
| | | | Food |
| | | | Awards/Certificates |
| \$ _____ | TOTAL INCOME | \$ _____ | TOTAL EXPENSES |
| \$ _____ | Net Profit (Total Income – Total Expenses) | | |

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Project Evaluation Checklist

Upon completion of your project, evaluate its success. Identify the strengths and weaknesses of the program, and list any ideas that may be helpful if sponsoring the same program in the future.

Project Committee Members (if applicable): _____

Name of Project: _____

Date / Time of Project: _____

Location of Project: _____

Goals of the project: _____

Were the goals of the project achieved? _____

Who did you expect to participate in the project? (chapter members, other students, faculty, community members etc.): _____

Who actually participated in the project? _____

Were tasks evenly distributed among committee members? _____

Budget

Total Income: _____ Total Expenses: _____

Net Profit/Loss: _____

Publicity

Specify the method(s) of publicity used: _____

Was the project publicized effectively? Yes____ No____

List publicity suggestions for the future: _____

Overall Assessment

How would you rate the project overall? Poor ____ Fair ____ Good ____ Excellent ____

Would you recommend doing this project again in the future? Why or why not?

List any program suggestions for this project in the future.

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