



Project Management Guide

Chapter Name _____ State Name _____

Project Name _____

Area of Opportunity and Category:

Project Manager's Name _____ Primary phone _____

Email address _____

Supervising Chapter Officer _____ Primary phone _____

Email address _____

PURPOSE OF THE GUIDE:

Good advanced planning and record-keeping will assure success. Use this guide in planning and conducting the project by answering each of the following questions and updating information as the project progresses.

Evaluate the impact of your project and provide recommendations for future Project Managers.

PLANNING

1. Primary Purpose (*How does this project align with the Jaycee Mission Statement, which is to provide development opportunities for young people to create positive change?*)

2. Project Overview

- a. Give a brief description of the proposed project and background information. (*Who, what, when, where and why?*)

- b. How will this project benefit the individual member, the chapter and the community?

- c. List specific and measurable goals to be accomplished by this project. (*Example: Involve 25 Jaycees. Recruit 2 new members.*)

4. Critical contacts

Project Manager

Name: _____

Email: _____

Phone 1: _____

Phone 2: _____

Duties: _____

Supervising Chapter Officer

Name: _____

Email: _____

Phone 1: _____

Phone 2: _____

Duties: _____

Chapter President

Name: _____

Email: _____

Phone 1: _____

Phone 2: _____

Duties: _____

Committee Member – Title: _____

Name: _____

Email: _____

Phone 1: _____

Phone 2: _____

Duties: _____

Committee Member – Title: _____

Name: _____

Email: _____

Phone 1: _____

Phone 2: _____

Duties: _____

7. Describe the potential problems and solutions to successfully complete this project.
Potential Problem:

Potential Solution:

Potential Problem:

Potential Solution:

Potential Problem:

Potential Solution:

EVALUATION:

8. List solutions and/or recommendations for future Project Managers. *(List here anything that you would do differently the next time this project is run. Would you make contacts earlier? Was manpower sufficient? Could this project be broadened or should it be more focused?)*

9. Results

Primary Purpose: Restate your primary purpose.

Result: Concisely state the result of this project.

Goal 1: *Restate your goal.*

Result: *State the result, in measurable numbers when possible (ie, you wanted 10 Jaycees to attend and 15 attended – 150% success).*

Goal 2: *Restate your goal.*

Result: *State the result, in measurable numbers when possible (ie, you wanted 10 Jaycees to attend and 15 attended – 150% success).*

Goal 3: *Restate your goal.*

Result: *State the result, in measurable numbers when possible (ie, you wanted 10 Jaycees to attend and 15 attended – 150% success).*

Use this page to list additional Goals and Results, if any.

b. **Project Summary** *This is your “wow statement.” Use this area to explain why this project should (or should not) be run again. This is your time to brag! Be positive and descriptive.*

c. Describe the benefit of the project to the individual members, chapter, and the community.

Individual Impact: *Use this area to describe the benefit(s) of conducting this project for the individual chapter members or the benefit to yourself or another member.*

Chapter Impact: *Use this area to describe how conducting this project benefits your chapter.*

Community Impact: *Use this area to describe the way this project **creates positive change** in your community.*

10. Appendices (*Attach your final financial statement and list of contacts. *Optional: Attach other documentation as appropriate.*)
- a. Final financial statement
 - b. Contacts
 - c. Contracts and agreements *
 - d. Pictures *
 - e. Press releases, articles and media coverage *