



project planning checklist

The following checklist will help you keep track of important planning details. The checklist should be kept with your other group records in the Keeping Track section of your manual binder.

If you have a group scribe, he or she should be responsible for keeping this information up to date.

Describe project:

Create your materials list:

Establish project goals.

Elect project leaders.
(project coordinator, fundraiser, etc.)

Choose project location:

- Location is safe
(ask adult or community leaders if the group is unsure).
- Transportation to the site is available.
- Group members' parents are notified of site location.
- Permission sought from property owner or local government.

Estimate project costs:

Equipment/ Supplies: \$ _____
Transportation: \$ _____
Food: \$ _____
TOTAL: \$ _____

Plan fundraisers.
(list options below; see "Fundraising Ideas", p. 51).

Complete project timeline:

- Group agrees it can accomplish the project in allotted time.
- First work date selected.
- Calendar of future dates established.

Divide work into committees.

Committee 1

Name: _____

Members: _____

Responsibilities: _____

Committee 2

Name: _____

Members: _____

Responsibilities: _____

Committee 3

Name: _____

Members: _____

Responsibilities: _____

Committee 4

Name: _____

Members: _____

Responsibilities: _____

Other notes: _____

Take action and evaluate.

Celebrate your success!

Notes: _____

(use additional sheets if necessary)