

Project Planning

- Written Plan
- Paying for Materials
- Determine the Tasks
 - Determine the Equipment / Persons / Materials Required
 - Determine how long it is going to take to do the task
- Approval Signatures
 - What is being approved

Introduction

- Define the Project
- Planning the Project
- Scheduling the Project
- Getting Project Approval
- Controlling the Project
- Completing the Project

Define the Project

- Review with the Benefited Group
- Review with the Scoutmaster
- Take notes
- Overview
 - Give the big picture of the project
 - Prepare to do the research

Define the Project

- Gathering Information
- Review of Work Areas
- Review of Schedule
- Review of Costs
- Visit Work Area
- Hold a Review Meeting

Define the Project

Gathering Information

- How is the group/community/organization going to Benefit?
- What does the project involve?
- What are the risks?
- What are the challenges?

Define the Project

Review of Work Areas

- Gather or Make Drawings or Sketches
- Take Pictures
- Determine when it needs to be done (time requirements of the group benefiting)
- Special access requirements?
- Organizational considerations

Define the Project

Review of Schedule

- Discuss time frame with the organization's representative
- Discuss work sequence order.
- Do NOT get approval from or make commitments to the organization or their representative at this time.
 - It could take substantial time to get plans completed and approved

Define the Project

Review of Costs

- Will the project beneficiary provide funds or materials?
- Will you get donations?
- Will you do a fund raiser to get funds?
- Discuss how much it is going to cost?

Define the Project

Visit the Work Area

- Photos or video
- Take notes
- Visit must take place before a project is scheduled, since situations that will impact the schedule may be identified.
- Pay attention to:
 - access
 - resource requirements

Define the Project

Hold a Review Meeting

- Discuss with Scoutmaster
 - Review all materials collected
 - Will this project work?
 - Does this meet project acceptance criteria?
 - Call Troop Advancement Chairman with questions!
 - If any doubts contact the District Advancement Committee

Define the Project

Hold a Review Meeting

- Ask enough questions to help adequately plan the project!
- Special Conditions
 - Transportation Needs
 - Special Equipment Needs
 - Safety Requirements

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Planning the Project

- Begins after the Concept Review Meeting
- This section of the workbook is where all the details and an extensive narrative are written – extra pages are encouraged.

Planning Definition

- Understanding the complete scope of work of the project
- all general tasks related to the project
- all areas, and the tasks related to individual areas
- all resources required for the project based upon skill
- duration of each task

Planning the Project

Identify the Tasks

- General Project Tasks
- Implementation Tasks
- Completion Tasks
- Group Tasks

Use a Computer

Planning the Project

General Project Tasks

- Plan/Schedule
- Meetings
- Making Handouts
- Phone Calls
- Material Gathering
- Tools Gathering
- Fund Raising

Planning the Project

Implementation Tasks

- Training
- Safety
- Materials Preparation
- Area Preparation
- Assembly
- Installation
- Breaks

Planning the Project Completion Tasks

- Cleanup
- Follow-up
- Walk-through with owner
- Benefited Group Acceptance

Planning the Project

Identify the Tasks

- Break down Group Tasks into smaller Tasks
- This identifies different areas
- Different Areas may require different talents and tools
- Use a tasking log (ie Computer)

Planning the Project

Identify Resources

- Each task requires resources
- Who can do the work
- How many does it take to do the work
- What materials are required
- What tools are required

Planning the Project

Identify Resources

- Will help you delegate the project.
- Take advantage of experience and expertise

Planning the Project

Identify Duration

- Duration may vary based upon
 - Skill Level
 - Experience
 - Training
- Should be of a manageable size
- Task narrative should be detailed (down to minutes/hours)

Planning the Project

Identify Duration

- Use advisor resources to identify Duration
- Do a Time Study
- The BOTTOM LINE: Should be sufficient detail so that the troop's newest First Class Scout could take the plan and carry out the project.

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Scheduling the Project

- Sequence the Tasks
- Determine when multiple tasks can be done at the same time.
- Determine finish times

Scheduling Problems

- Not Enough Time
- Bring the problem to the Benefited Group and discuss
- Not enough People
- Too many People

Project Planning

- Discuss the overall planning with the benefiting group –

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Getting Project Approval

The project **IDEA** and **PLAN** must be approved by your:

Sponsor/benefiting entity

Scoutmaster

Troop Committee

District Advancement Representative

Getting Project Approval Sponsor

- Setup a meeting
- Review the plan
- Review Cost
- Review the entity's Responsibilities
- Get the Sponsor/Benefiting Entity Approval

Getting Project Approval Scoutmaster

- Setup a meeting
- Review the plan
- Fit it into the troop's schedule
- Review Responsibilities
- Review Safety

- Get the Scoutmaster's Approval

Getting Project Approval

Troop Committee

- Get on the agenda
- Sell the plan
- Confirm the Troop's Involvement & Support
- Discuss Safety and Transportation Issues
- Get the Committee's Approval

Getting Project Approval

District Specialist

- Review criteria for acceptable project
- Review the plan
- Submit to the District Advancement Representative
- Get Approval

Controlling the Project

- Give a copy of the project plan to
 - Group Benefited
 - District Advancement Specialist

Controlling the Project

- Use the Plan
- Use specific Time Goals
- Use encouragement
- Delegate Areas or Parts and Pieces

Obstacles to Success

- Over Optimism
- Excessive Pessimism
- Procrastination
- Funding deficiencies
- Job Too Big
- Job Too Small
- Poor Technique
- Failure to Prepare – (weather, timing issues, missing details)

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Completing the Project

Recording Activity

- Try to enter each day's activity that day
 - Begin with early thoughts about project selection all the way thru completion of your project

Completing the Project

Total Hours

- With each activity that you enter also record the time spent
- All **workers** hours are to be recorded
- A manageable project will include 100 to 400 total hours

Completing the Project

Deviations from the Plan

- Record any positive or negative deviations and explain

Completing the Project

Insert Dates

- Start of Project
- End of Project

Final Signatures

- Signature of Applicant
- Scoutmaster, and
- Recipient of project

