



## Project Management Guide (PMG)

**Chapter Name:** [Click here to enter text.](#)

**State Name:** [Click here to enter text.](#)

**Project Name:** [Click here to enter text.](#)

**Area of Opportunity:** [Choose an item.](#)

**Category:** [Choose an item.](#)

**Project Manager's Officer:** [Click here to enter text.](#)

**Primary Phone:** [Click here to enter text.](#)

**Email Address:** [Click here to enter text.](#)

**Supervising Chapter Officer:** [Click here to enter text.](#)

**Primary Phone:** [Click here to enter text.](#)

**Email Address:** [Click here to enter text.](#)

### 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.)*

i. **Goal 1 –**

ii. **Goal 2 –**

iii. **Goal 3 -**



#### 4. Critical Contacts

##### Project Manager

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:

##### Committee Member - Title

Name:

Email:

Phone 1:

Phone 2:

Duties:

##### Committee Member - Title

Name:

Email:

Phone 1:

Phone 2:

Duties:

**5. What specific materials, supplies, and resources will be required?**

Material or Supply & Quantity	Person Responsible for Obtaining	Date Needed	Donated, Owned or Purchased?	Cost/Value

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

Proposed Budget

<b>INCOME:</b>	<b><u>PROPOSED</u></b>
<b>Appropriation from chapter</b> .....	\$
<b>Value of donated items (list)</b>	
<i>List donated items and assign a value.</i> .....	\$
<i>List donated items and assign a value.</i> .....	\$
<i>List donated items and assign a value.</i> .....	\$
<i>List donated items and assign a value.</i> .....	\$
<b>Other sources of income (list)</b>	
<i>List potential income (raffles, fundraisers, etc.)</i> .....	\$
<i>List potential income (raffles, fundraisers, etc.)</i> .....	\$
<i>List potential income (raffles, fundraisers, etc.)</i> .....	\$
<i>List potential income (raffles, fundraisers, etc.)</i> .....	\$
<i>List potential income (raffles, fundraisers, etc.)</i> .....	\$
<i>List potential income (raffles, fundraisers, etc.)</i> .....	\$
<hr/>	
<b>TOTAL INCOME</b> .....	<b>\$</b>

<b>EXPENSES:</b>	<b><u>PROPOSED</u></b>
<b>Value of donated items (list)</b>	
<i>List donated items and assign a value.</i> .....	\$
<i>List donated items and assign a value.</i> .....	\$
<i>List donated items and assign a value.</i> .....	\$
<i>List donated items and assign a value.</i> .....	\$
<b>Other expenses (list)</b>	
<i>List potential expenses (i.e.: materials for the project)</i> .....	\$
<i>List potential expenses (i.e.: materials for the project)</i> .....	\$
<i>List potential expenses (i.e.: materials for the project)</i> .....	\$
<i>List potential expenses (i.e.: materials for the project)</i> .....	\$
<i>List potential expenses (i.e.: materials for the project)</i> .....	\$
<i>List potential expenses (i.e.: materials for the project)</i> .....	\$
<b>Return of appropriation from chapter</b> .....	\$
<b>Return to chapter (profit)</b> .....	\$
<b><u>(OR Donation to Insert donation recipient's name)</u></b>	
<hr/>	
<b>TOTAL EXPENSES</b> .....	<b>\$</b>

**7. Describe the potential problems and solutions to successfully complete this project.**

**Potential Problem:**

**Potential Solution:**

**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*

**Results:** *Concisely state the results 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)*

#### **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*

#### **Project Benefit :**

**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 the benefit(s) of conducting this project for your chapter.*

**Community Impact:** *Use this area to describe the benefit(s) of conducting 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 \*

# Final Financial Statement

## INCOME:

	<u>PROPOSED</u>	<u>ACTUAL</u>
<b>Appropriation from chapter</b> .....	\$	\$
<b>Value of donated items (list)</b>		
<i>List donated items and assign a value.</i> .....	\$	\$
<i>List donated items and assign a value.</i> .....	\$	\$
<i>List donated items and assign a value.</i> .....	\$	\$
<i>List donated items and assign a value.</i> .....	\$	\$
<b>Other sources of income (list)</b>		
<i>List potential income (raffles, fundraisers, etc.)</i> .....	\$	\$
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<i>List potential income (raffles, fundraisers, etc.)</i> .....	\$	\$
<hr/>		
<b>TOTAL INCOME</b>	\$	\$

## EXPENSES:

	<u>PROPOSED</u>	<u>ACTUAL</u>
<b>Value of donated items (list)</b>		
<i>List donated items and assign a value.</i> .....	\$	\$
<i>List donated items and assign a value.</i> .....	\$	\$
<i>List donated items and assign a value.</i> .....	\$	\$
<i>List donated items and assign a value.</i> .....	\$	\$
<b>Other expenses (list)</b>		
<i>List potential expenses (i.e.: materials for the project)</i> .....	\$	\$
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<b>Return of appropriation from chapter</b> .....	\$	\$
<b>Return to chapter (profit)</b> .....	\$	\$
<b>(OR Donation to Insert donation recipient's name)</b>		
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<b>TOTAL EXPENSES</b>	\$	\$