



Project Management Guide (PMG)

Chapter Name: Barberton Area Jaycees.

State Name: Ohio

Project Name: _____

Area of Opportunity: _____

Category: _____

Project Manager's Officer: _____ **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.)*

i. **Goal 1** – _____

ii. **Goal 2** – _____

iii. **Goal 3** – _____

4. Critical Contacts

Project Manager

Name: _____

Email: _____

Phone(s) : _____

Duties: _____

Committee Member – Title: _____

Name: _____

Email: _____

Phone(s) : _____

Duties: _____

Committee Member – Title: _____

Name: _____

Email: _____

Phone(s) : _____

Duties: _____

Committee Member – Title: _____

Name: _____

Email: _____

Phone(s) : _____

Duties: _____

Committee Member – Title: _____

Name: _____

Email: _____

Phone(s) : _____

Duties: _____

Committee Member – Title: _____

Name: _____

Email: _____

Phone(s) : _____

Duties: _____

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

Proposed Budget

INCOME:

PROPOSED

Appropriation from chapter.....\$ _____

Value of donated items (list)

_____\$ _____

_____\$ _____

_____\$ _____

_____\$ _____

Other sources of income (list)

_____\$ _____

_____\$ _____

_____\$ _____

_____\$ _____

_____\$ _____

_____\$ _____

TOTAL INCOME.....\$ _____

EXPENSES:

PROPOSED

Value of donated items (list)

_____\$ _____

_____\$ _____

_____\$ _____

_____\$ _____

Other expenses (list)

_____\$ _____

_____\$ _____

_____\$ _____

_____\$ _____

_____\$ _____

_____\$ _____

Return of appropriation from chapter.....\$ _____

Return to chapter (profit).....\$ _____

(OR Donation to _____)

TOTAL EXPENSES.....\$ _____

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: _____

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> |
|---------------------------------|-----------------|---------------|
| Appropriation from chapter..... | \$ _____ | \$ _____ |
| Value of donated items (list) | | |
| _____ | \$ _____ | \$ _____ |
| _____ | \$ _____ | \$ _____ |
| _____ | \$ _____ | \$ _____ |
| _____ | \$ _____ | \$ _____ |
| Other sources of income (list) | | |
| _____ | \$ _____ | \$ _____ |
| _____ | \$ _____ | \$ _____ |
| _____ | \$ _____ | \$ _____ |
| _____ | \$ _____ | \$ _____ |
| _____ | \$ _____ | \$ _____ |
| _____ | \$ _____ | \$ _____ |
| <hr/> | | |
| TOTAL INCOME | \$ _____ | \$ _____ |

EXPENSES:

| | <u>PROPOSED</u> | <u>ACTUAL</u> |
|-------------------------------------------|-----------------|---------------|
| Value of donated items (list) | | |
| _____ | \$ _____ | \$ _____ |
| _____ | \$ _____ | \$ _____ |
| _____ | \$ _____ | \$ _____ |
| _____ | \$ _____ | \$ _____ |
| Other expenses (list) | | |
| _____ | \$ _____ | \$ _____ |
| _____ | \$ _____ | \$ _____ |
| _____ | \$ _____ | \$ _____ |
| _____ | \$ _____ | \$ _____ |
| _____ | \$ _____ | \$ _____ |
| _____ | \$ _____ | \$ _____ |
| Return of appropriation from chapter..... | \$ _____ | \$ _____ |
| Return to chapter (profit)..... | \$ _____ | \$ _____ |
| (OR Donation to _____) | | |
| <hr/> | | |
| TOTAL EXPENSES | \$ _____ | \$ _____ |