

# Project Checklist

Project: \_\_\_\_\_

Chair: \_\_\_\_\_

Come up with an idea

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Project Planning Sheet

*Meet with members & brainstorm*

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Project Approval

*Complete; get approval from advisor and admin.*

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Materials List

*Make a list of all materials/supplies needed*

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Request for Funds

*Estimate the cost of the project; check to see what you already have*

---

Project Timeline

*Start from the project date & work backwards*

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Project Task Sheet

*Determine all the tasks needed to complete project. Now assign tasks to members.*

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Project Preparation

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Monitor task completion

*Make sure your members are completing their assigned tasks.*

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Get supplies

*Purchase supplies; borrow or reuse materials if possible.*

---

Promote your project

*Advertise your project (student body, your organization, teachers, etc.)*

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Practice

*Practice what you can! This will help avoid day-of problems.*

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2-Day Check

*Are you ready to go? Make sure supplies are ready, tasks are complete & members know the game plan.*

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Project Implementation

*It's game time! Take pictures!*

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Project Clean-up

*Clean up your project. Keep & organize what can be used again.*

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Send Thank Yous

*Send thank yous to volunteers, teachers, staff, etc.*

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Project Evaluation

*Meet with members to discuss pros/cons. This will help future projects.*

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Add to Project Library

*Save your project forms for next time... great way to live & learn*

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# Project Planning Sheet

Project Name \_\_\_\_\_

Project Date \_\_\_\_\_

Purpose \_\_\_\_\_

## Project Details

\*Brainstorm here\*

1. Think outside the box!
2. Think over the top!
3. Make sure to always remember the purpose.
4. What's going to make your project different?
5. Think multi-levels!
6. Be detail-oriented.
7. Think of the little things.
8. What is going to make the **largest** impact?

## Promotion

1. How are you going to publicize your project?
2. Think beyond fliers, banners and commercials

\_\_\_\_\_  
Authorization to Start Project



# Request for Funds

Project: \_\_\_\_\_

Chair: \_\_\_\_\_

Item	Store	Quantity	Unit Cost	Total
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
<b>Total Cost</b>			<b>\$</b>	

\_\_\_\_\_  
 Authorization

# Project Timeline

Project: \_\_\_\_\_

Project Date: \_\_\_\_\_

•	•	•
•	•	•
•	•	•
•	•	•
•	•	•
•	•	•
•	•	•

SUN	MON	TUES	WED	THURS	FRI	SAT



# Project Evaluation

Date Planning Started \_\_\_\_\_

Date of Project \_\_\_\_\_

Project Chair \_\_\_\_\_

Name of Project

Project

Description

Supplies

Needed

**Pros**

**Cons**

Extra Comments/Advice: