

Project Management Guide (PMG)

**Chapter Name:** Click here to enter text. **Project Name:** Click here to enter text.

**Project Manager:**Click here to enter text. **Phone:** Click here to enter text. **Email:** Click here to enter text.

**Area of Opportunity**: ☐ Business ☐ Community ☐ Individual Development ☐ International ☐

Membership

# PLANNING

1. **Primary Purpose**: Click here to enter text.
2. **Project Overview**
   1. **Give a description of the proposed project and background information:** Click here to enter text.

## How will this project benefit:

* + 1. **The Individual Member:** Click here to enter text.
    2. **The Chapter:** Click here to enter text.
    3. **The Community:** Click here to enter text.

## List specific and measurable goals to be accomplished by this project:

* + 1. **Goal 1:** Click here to enter text.
    2. **Goal 2:** Click here to enter text.
    3. **Goal 3:** Click here to enter text.

1. **Steps to Implementation:**

| TASK/ACTIVITY | START DATE | FINISH DATE | % COMPLETE | PERSON(S) RESPONSIBLE |
| --- | --- | --- | --- | --- |
| Click here to enter text. | Click or tap to enter a date. | Click or tap to enter a date. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click or tap to enter a date. | Click or tap to enter a date. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click or tap to enter a date. | Click or tap to enter a date. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click or tap to enter a date. | Click or tap to enter a date. | Click here to enter text. | Click here to enter text. |

| Click here to enter text. | Click or tap to enter a date. | Click or tap to enter a date. | Click here to enter text. | Click here to enter text. |
| --- | --- | --- | --- | --- |
| Click here to enter text. | Click or tap to enter a date. | Click or tap to enter a date. | Click here to enter text. | Click here to enter text. |

1. **Crucial Contacts**

| **Committee** | |
| --- | --- |
| **Project Manager**  Name: Click here to enter text. Email: Click here to enter text. Phone: Click here to enter text. Duties: Click here to enter text. | Title: Click here to enter text. Name: Click here to enter text. Email: Click here to enter text. Phone: Click here to enter text.  Duties: Click here to enter text. |
| Title: Click here to enter text. Name: Click here to enter text. Email: Click here to enter text. Phone: Click here to enter text.  Duties: Click here to enter text. | Title: Click here to enter text. Name: Click here to enter text. Email: Click here to enter text. Phone: Click here to enter text.  Duties: Click here to enter text. |
| Title: Click here to enter text. Name: Click here to enter text. Email: Click here to enter text. Phone: Click here to enter text.  Duties: Click here to enter text. | Title: Click here to enter text. Name: Click here to enter text. Email: Click here to enter text. Phone: Click here to enter text.  Duties: Click here to enter text. |
| Title: Click here to enter text. Name: Click here to enter text. Email: Click here to enter text. Phone: Click here to enter text.  Duties: Click here to enter text. | Title: Click here to enter text. Name: Click here to enter text. Email: Click here to enter text. Phone: Click here to enter text.  Duties: Click here to enter text. |

| **Vendors** | |
| --- | --- |
| Company: Click here to enter text. Contact Name: Click here to enter text. Email: Click here to enter text.  Phone: Click here to enter text.  Expectations: Click here to enter text. | Company: Click here to enter text. Contact Name: Click here to enter text. Email: Click here to enter text.  Phone: Click here to enter text.  Expectations: Click here to enter text. |
| Company: Click here to enter text. Contact Name: Click here to enter text. Email: Click here to enter text.  Phone: Click here to enter text.  Expectations: Click here to enter text. | Company: Click here to enter text. Contact Name: Click here to enter text. Email: Click here to enter text.  Phone: Click here to enter text.  Expectations: Click here to enter text. |
| Company: Click here to enter text. Contact Name: Click here to enter text. Email: Click here to enter text.  Phone: Click here to enter text.  Expectations: Click here to enter text. | Company: Click here to enter text. Contact Name: Click here to enter text. Email: Click here to enter text.  Phone: Click here to enter text.  Expectations: Click here to enter text. |

| Company: Click here to enter text. Contact Name: Click here to enter text. Email: Click here to enter text.  Phone: Click here to enter text.  Expectations: Click here to enter text. | Company: Click here to enter text. Contact Name: Click here to enter text. Email: Click here to enter text.  Phone: Click here to enter text.  Expectations: Click here to enter text. |
| --- | --- |

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

| Material or Supply & Quantity | Person Responsible for Obtaining | Date Needed | Donated, Owned or Purchased? | Cost/Valu e |
| --- | --- | --- | --- | --- |
| Click here to enter text. | Click here to enter text. | Click or tap to enter a date. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click or tap to enter a date. | Click here to enter text. | Click here to enter  text. |
| Click here to enter text. | Click here to enter text. | Click or tap to enter a date. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click or tap to enter a date. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click or tap to enter a date. | Click here to enter text. | Click here to enter text. |

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

**Potential Problem:** Click here to enter text.

**Potential Solution:** Click here to enter text.

**Potential Problem:** Click here to enter text.

**Potential Solution:** Click here to enter text.

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**Potential Solution:** Click here to enter text.

**Potential Problem:** Click here to enter text.

**Potential Solution:** Click here to enter text.

1. **Projected Financial Statement**

**Use Budget Tracker**

# POST PROJECT EVALUATION

1. **List solutions and/or recommendations for the future:** Click here to enter text.
2. **Results**
   1. **Primary Purpose:** Click here to enter text.

**Goal 1:** Click here to enter text.

**Result:** Click here to enter text.

**Goal 2:** Click here to enter text.

**Result:** Click here to enter text.

**Goal 3:** Click here to enter text.

**Result:** Click here to enter text.

**Project Summary :** Click here to enter text.

## How did this project benefit:

**The Individual Member:** Click here to enter text.

**The Chapter:** Click here to enter text.

**The Community:** Click here to enter text.

1. **Final Financial Statement**

**INCOME: PROJECTED ACTUAL**

## Appropriation from chapter $ $

**Value of donated items (list)**

*List donated items and assign a value.* $ $ *List donated items and assign a value.* $ $ *List donated items and assign a value.* $ $

## Other sources of income (list)

*List potential income (raffles, fundraisers, etc.)* $ $ *List potential income (raffles, fundraisers, etc.)* $ $ *List potential income (raffles, fundraisers, etc.)* $ $



**TOTAL INCOME** $ $



**EXPENSES: PROJECTED ACTUAL**

## Value of donated items (list)

*List donated items and assign a value.* $ $ *List donated items and assign a value.* $ $ *List donated items and assign a value.* $ $

**Other expenses (list)**

| *List potential expenses (i.e.: materials for the project).* | $ $ |
| --- | --- |
| *List potential expenses (i.e.: materials for the project).* | $ $ |
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**Return of appropriation from chapter** $ $

**Return to chapter (profit)** $ $

**(OR Donation to** Click here to enter text.**)**



**TOTAL EXPENSES** $ $

1. **Appendices**
   1. Contracts and agreements Click here to enter text.
   2. Pictures, sign in sheets Click here to enter text.
   3. Press Releases, articles, and media coverage Click here to enter text.
   4. Any additional documentation Click here to enter text.