

Project Checklist

Project: _____

Chair: _____

Come up with an idea

Project Planning Sheet

Meet with members & brainstorm

Project Approval

Complete; get approval from advisor and admin.

Materials List

Make a list of all materials/supplies needed

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

Project Task Sheet

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

Project Preparation

Monitor task completion

Make sure your members are completing their assigned tasks.

Get supplies

Purchase supplies; borrow or reuse materials if possible.

Promote your project

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

Practice

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

2-Day Check

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

Project Implementation

It's game time! Take pictures!

Project Clean-up

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

Send Thank Yous

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

Project Evaluation

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

Add to Project Library

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

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

Project Timeline

Project: _____

Project Date: _____

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•	•	•
•	•	•
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•	•	•
•	•	•

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: