



# PMG GUIDE

**Chapter Name:**      **Project Name:**      **Project Manager:**      **Phone:**      **Email:**

**Area of Opportunity:**

**Business-** Marketing & PR, strategic planning, local economic development, any project where 51% or more of funds go back to the chapter.

**Community Service-** Enhance community, service projects, fundraising, government/civic involvement, youth programs, projects where 51% or more of funds goes back to community.

**Individual Development-** Enhance a member's personal or professional development.

**International-** Enhance involvement in regional, IL Jaycees, JCI USA, and JCI International. Projects around state initiatives.

**Membership-** Membership recruitment, orientation, activation, retention. Enhances the Chapter.

## PLANNING

Good, advanced planning and record-keeping will ensure success. Use this guide in planning and conducting the project by answering each of the following questions and updating information as the project progresses.

Complete the initial PMG (#1-7) at the beginning of your project, and the final PMG (#1-11) after the event concludes. Evaluate the impact of your project and provide recommendations for future Project Managers.

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 description of the proposed project and background information:** Who, What, When, Where, and Why.
    - i. **How will this project benefit:** The Individual Member / The Chapter / The Community
  - b. **List specific and measurable goals to be accomplished by this project:**
    - i. **Goal 1 / Goal 2 / Goal 3:** Use SMART goals. Your goals should directly relate to, and help you achieve the primary purpose of the event.
  
3. **Steps to Implementation:** List the specific steps to bring this project to successful completion, showing the planned dates for each step, and the person or people responsible for each step. Don't leave out anything. Assume someone will only have this list to recreate the project.

TASK/ACTIVITY	START DATE	FINISH DATE	% COMPLETE	PERSON(S) RESPONSIBLE

4. **Crucial Contacts-** List everyone involved in making this event happen.

Committee		Vendors
<b>Project Manager</b>	Title:	Company:
Name:	Name:	Contact Name:
Email:	Email:	Email:
Phone:	Phone:	Phone:
Duties:	Duties:	Expectations:

5. **What specific materials, supplies, and resources will be required?** List everything, even donated items!

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

6. **Describe the potential problems and solutions to successfully complete this project.** Do the research for your contingency plans and include that information here.

7. **Projected Financial Statement**

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

<b>EXPENSES:</b>	<b><u>PROJECTED</u></b>
<b>Value of donated items (list)</b>	
<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>	\$
<b>Return of appropriation from chapter .....</b>	<b>\$</b>
<b>Return to chapter (profit) .....</b>	<b>\$</b>
<b>(OR Donation to _____)</b>	
<b>TOTAL EXPENSES</b>	<b>\$</b>

## POST PROJECT 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**

**a. Primary Purpose:** Restate the primary purpose.

**Goals 1-3:** Restate your goals

**Results 1-3:** 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.

**b. How did this project benefit:** The Individual Member / The Chapter / The Community: Did you get the results you expected? Any surprising benefits not listed previously?

**10. Final Financial Statement**

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

EXPENSES:	<u>PROJECTED</u>	<u>ACTUAL</u>
<b>Value of donated items (list)</b>		
<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>	\$ .....	\$ .....
<b>Return of appropriation from chapter .....</b>	\$ .....	\$ .....
<b>Return to chapter (profit) .....</b>	\$ .....	\$ .....
<b>(OR Donation to</b> <a href="#">Click here to enter text.</a> )		
<b>TOTAL EXPENSES</b>	\$	\$

**11. Appendices**

- a. Contracts and agreements
- b. Pictures, sign in sheets
- c. Press Releases, articles, and media coverage
- d. Any additional documentation