



# 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**

a. **Give a description of the proposed project and background information:** Click here to enter text.

b. **How will this project benefit:**

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

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

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

c. **List specific and measurable goals to be accomplished by this project:**

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

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

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

3. **Steps to Implementation:**

TASK/ACTIVITY	STAR T 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.

#### 4. Crucial Contacts

Committee	
<b>Project Manager</b> 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.
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**5. What specific materials, supplies, and resources will be required?**

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

**6. 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.

**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.

**7. Projected Financial Statement  
Use Budget Tracker**

# POST PROJECT EVALUATION

8. **List solutions and/or recommendations for the future:** Click here to enter text.

## 9. Results

a. **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.

b. **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.

## 10. 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.) \$ \$

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**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)

<i>List potential expenses (i.e.: materials for the project).</i>	\$	\$
<i>List potential expenses (i.e.: materials for the project).</i>	\$	\$
<i>List potential expenses (i.e.: materials for the project).</i>	\$	\$
<i>List potential expenses (i.e.: materials for the project).</i>	\$	\$
<i>List potential expenses (i.e.: materials for the project).</i>	\$	\$
<i>List potential expenses (i.e.: materials for the project).</i>	\$	\$

**Return of appropriation from chapter** \$        \$

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

**(OR Donation to** [Click here to enter text.](#))

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**TOTAL EXPENSES** \$        \$

## 11. Appendices

- a. Contracts and agreements [Click here to enter text.](#)
- b. Pictures, sign in sheets [Click here to enter text.](#)
- c. Press Releases, articles, and media coverage [Click here to enter text.](#)
- d. Any additional documentation [Click here to enter text.](#)