



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	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.

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.
--	--

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

EXPENSES:	<u>PROJECTED</u>	<u>ACTUAL</u>
Value of donated items (list)		
<i>List donated items and assign a value.</i>	\$	\$
<i>List donated items and assign a value.</i>	\$	\$
<i>List donated items and assign a value.</i>	\$	\$
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.](#))

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.](#)