



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.

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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	
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.
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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 or use Budget Format below.

INCOME:	<u>PROJECTED</u>
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	\$
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:	<u>PROJECTED</u>
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	\$
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)	\$
List potential expenses(i.e. : materials for the project)	\$
List potential expenses(i.e. : materials for the project)	\$
Return of appropriation from chapter	\$
Return to chapter (profit)	\$
(<u>OR</u> Donation to Click here to enter text.)	
TOTAL EXPENSES	\$

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)		
List donated items and assign a value	\$	\$
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:	<u>PROJECTED</u>	<u>ACTUAL</u>
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	\$	\$
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)	\$	\$
List potential expenses(i.e. : materials for the project)	\$	\$
List potential expenses(i.e. : materials for the project)	\$	\$
Return of appropriation from chapter	\$	\$
Return to chapter (profit)	\$	\$
(<u>OR</u> Donation to Click here to enter text.)		

TOTAL EXPENSES		\$	\$
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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.](#)