

Troop 1018 Project Planning Exercise Personal Management Merit Badge Workshop

Preparing a Project Plan (Requirement 9)

Prepare a written project plan demonstrating the steps below, including the desired outcome. This is a project on paper, not a real-life project. Examples could include planning a camping trip, developing a community service project or a school or religious event, or creating an annual patrol plan with additional activities not already included in the troop annual plan. Discuss your completed project plan with your merit badge counselor.

An example of a completed project plan is attached. Also, a blank worksheet is attached. I recommend using this worksheet in completing your project plan.

Step 1 (requirement 9 a): *Define the project. What is your goal?* Since this is not a real-life project you simply call the first day of the project as “D-Day”. What are you trying to accomplish?

Step 2 (requirement 9c): *Describe your project.* How do you plan to meet the goals established in Step 1?

Step 3 (requirement 9b): Make a list of all of the steps that must be taken to complete your project. This is the specific plan that includes all of the steps that you’ll need to go through to carry out the project. The list needs to be comprehensive. Examples include: funding, who is participating, schedule, preparation, permissions, coordination with others, etc. You should take the approach that you’ll be able to hand your plan to someone not familiar with the project and he will be able to complete it from your instructions. List all of the required activities on the project planning worksheet. Set a deadline for the completion of each task and specify who is responsible for completing that task. Since the date that you’re going to start the project is “D-Day”, anything that must be done before that should be designated with “D minus the number of days”. For example, if you’re planning a campout (the campout begins on D-Day) and the duty roster must be completed four days before departure, then the duty roster must be completed by D minus 4 (abbreviated on the sheet as D – 4). I’ve attached an example to help you out.

Step 4 (requirement 9 d): *Develop a list of resources. Identify how these resources will help you achieve your goal.* This should include money, people, tools, and materials required to complete the project.

Step 5 (requirement 9 e): *If necessary, develop a budget for your project.*