

Troop 1018 Project Planning Exercise – Sample Project Plan Personal Management Merit Badge Workshop

Project Plan Example – Troop 1018 Campout

Define the Project: A weekend long troop campout with emphasis on Scoutcraft skills

Description of the Project: We will spend a weekend camping at Camp Highroad. Adults and older Scouts will teach Scoutcraft skills and emphasize competition of advancement and merit badge requirements. At a minimum the following instruction or sign-off for the following will be offered: Totin' Chip, Firem'n Chit, Orienteering, Astronomy, knot tying, flag etiquette, first aid, and plant & animal identification. We will leave DUMC on a Friday evening and return on Sunday afternoon. Each patrol will have a plan for cooking and patrol activities and the SPL will have a plan for troop activities.

Project Timeline

When?	Action	Who Is Responsible?	Comment
D – 60	Identify Campsite	Scoutmaster	
D – 60	Register for campsite, permission, fee	Scoutmaster	
D – 30	Apply for BSA Tour Permit	Troop Committee	
D – 30	Confirm registration with Highroad	Scoutmaster	
D – 30	Identify Trip Scoutmaster	Scoutmaster	
D – 30	Ensure BSA requirements are met	Committee Chair	YPT for adults
D – 30	Add permission slip to website	Webmaster	
D – 18	Identify training goals	Trip SM/SPL	
D – 11	Identify trainers	SPL	Need trainers for Totin' Chip, Firem'n Chit, Orienteering, Astronomy, knot tying, flag, 1 st Aid, nature
D – 11	Troop QM identifies troop equipment	Troop QM	Use checklist on website; check with trainers to identify other requirements
D – 4	Deadline for permission slips	Participants	Hand in to trip SM
D – 4	Meal Planning	Patrol Leaders	
D – 4	Finalize roster	SPL	
D – 4	Assign food purchasers	Patrol Leaders	
D – 4	Deadline for payment	Participants	Check with treasurer
D – 4	Prepare Activity Schedule	SPL/Trip SM	
D – 4	Prepare chuck boxes	Patrol QMs	Identify any shortages
D – 4	Prepare troop equipment; set aside	Troop QM	
D – 4	Prepare duty rosters	Patrol Leaders/SPL	
D – 2	Prepare transportation plan	Transportation Coordinator	Includes maps to campground
D – 2	Final review of paperwork	Trip SM	Roster, Tour Permit, Perm Slips, Regist fees
D-Day	Meet at DUMC	Participants	
D-Day	Load gear according to plan	SPL	
D-Day	Drive to Campground	Trip SM	
D-Day	Set up patrol campsites	Patrol Leaders	
D-Day	Set up Troop area	SPL	Kitchen area; dining fly
D-Day	Post duty roster	SPL	
D-Day	Post campout plan	SPL	
D + 1	Campout activities	SPL + trainers	
D + 2	Scouts own religious service	Chaplain Aide	
D + 2	Pack up troop gear	SPL	
D + 2	Pack up personal gear	Patrol Leaders	

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D + 2	Return to DUMC	Trip SM	
D + 2	Unload and put away gear	SPL	Spread out damp gear
D + 2	Turn in reimbursement forms for food	Food purchasers	Give to Troop Treasurer
D + 3	Final clean up; stow gear	SPL/Troop QM	
D + 3	Ensure all requirements are turned in for recording in Troopmaster	Trip SM	Turn in to advancement chair

List of Resources for project:

Troop equipment from checklist

Special equipment

- Compasses for orienteering
- Sports equipment
- Rope
- Telescope for Astronomy MB

Transportation

Budget for Campout

Income:

\$20 registration for each Scout

Expenses:

\$50 registration

\$5 per night per Scout

\$8 per Scout for food