



Project Planning Guide (09/23/11)

Lions Club:	Project Name:
Chairperson:	Co-Chairperson:
Address:	Address:
Home Phone:	Home Phone:
Business Phone:	Business Phone:
Cell Phone:	Cell Phone:
Email:	Email:

Proper Use of the Guide: Good advanced planning and record-keeping will assure success. Use this guide in Planning and conducting the project by answering each of the following questions. The form should be used as a cover sheet to the Project Planning Guide

Planning

1. **Primary Purpose.** (What is the one reason for this project?)

2. **Give a brief description of the proposed project and background information. List 1-3 goals that the club will accomplish with this project**

3. **What are the specific volunteer requirements & assignments?** (Show duties and names, this may be a on-going work in progress)

4. **What specific materials, supplies, facilities and resources will be required?**



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Implementation and Evaluation

8. Record any revision of the original plan.

9. What solutions or recommendations do you have for a future chairperson?

10. **What benefits were gained through completion of this project?** Describe the benefits to the club, individual members, and the community, as appropriate.

Date approved by Board/ by Club _____

Date Final Report Accepted _____
