**Project Plan**

*Please complete the following form for each project.*

Project Name:

Project Chairperson(s):

Project Committee Members:

Project Proposed Date:

Goal(s) of our organization: (example: to promote community involvement or to promote school spirit)

Approval from Advisor (signature required): Date:

Approval from Admin (signature required): Date:

**Please answer the following and be very specific.**

**Why** are you doing this project?

What is your **focus**?

**How** does this project **align** with our **goals**?

**Detailed Description of the Project – THINK, DO, FINISH (What do I have to do step by step to make this project successful?**

1st Step

2nd Step

3rd Step

4th Step

5th Step

6th Step

7th Step

8th Step

**Who is in charge of the following duties? What is the starting date for publicity or date of needs? What are your needs? What is the location? What has to be done for everything to be GRRREAT! Please be specific so there are NO surprises!**

**Duty Leader Date Location Specific Needs**

Posters:

Tiger Vision:

Remind 101:

Other Publicity:

Set-up:

Decorations:

Clean-up:

Hospitality:

Thank you notes:

Sound:

Financial Needs:

Fundraising:

Other:

Other:

Evaluation of Project: \_\_\_\_\_\_