

2005 IOWA JAYCEES CHAIRMAN'S PLANNING GUIDE

PROJECT CERTIFICATION

Chapter Name _____ Chapter # _____
 Project Name _____
 CPG Category _____
 Supervising Chapter Officer _____
 Chairperson's Name _____
 Address _____
 City _____ State _____ ZIP _____
 Home phone _____ Alternate phone _____
 Fax _____ E-mail address _____

Date approved by board/by Chapter _____
 Date Final Report approved _____ *(Must be less than 90-days from submission date)*

1. Primary Purpose:

Does this project support the vision – "Developing Iowa's Future Leaders Today" of the Iowa Jaycees? HOW?

2. Give a brief description of the proposed project and background information. Follow this with a listing of specific and measurable goals to be accomplished by this project:

Description:

Goals:

- Goal 1:
- Goal 2:
- Goal 3:

3. What are specific manpower assignments? (Show names and duties).

Role	Individual	Duties

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

5. Describe the potential problems and solutions to complete this project

Problem 1:

Solution 1:

Problem 2:
Solution 2:

Problem 3:
Solution 3

Problem 4:
Solution 4:

6. Complete a proposed budget indicating all anticipated income and expenses.

Proposed	Actual
Expenses:	Expenses:
Income: \$	Income:
Total Cost:	Total Cost:

7. List the specific steps to bring this project to a successful completion showing planned dates for each result.

Date	Action	Person Responsible	Result

8. Record any revision of the original plan.

9. What changes or recommendations do you have for a future chairman?

Would you recommend running this project again?

Why?

10. Give specific measurable results for each goal established.

Goal 1:

Result:

Goal 2:

Result:

Goal 3:

Result:

Was your primary objective met?

Describe the impact of this project on the chapter, individuals and the community.