

GRAHAM ROTARY CLUB

PROJECT PLANNING GUIDE

Project Name _____

Area of service _____

Chairperson's Name _____ Supervising Director _____

Home phone _____ Business phone _____

Fax _____ E-mail address _____

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.

PLANNING

1. Primary Purpose. (What is the one principal reason this project should be conducted?)
2. Give a brief description of the proposed project and background information. Follow this with a listing of the specific and measurable goals to be accomplished by this project. (Examples: To involve 25 Rotarians; to raise \$2,500 for Polio Plus; to recruit five new members.)
3. What are the specific manpower assignments? (Show names and duties.)
4. What specific materials, supplies, and resources will be required?
5. Describe the potential problems and their solutions to complete this project successfully.
6. Complete a proposed budget indicating all anticipated income and expense.
7. List the specific steps to bring this project to a successful completion showing planned dates for each step.

IMPLEMENTATION and EVALUATION

8. Record any revision of the original plan.
9. List solutions or recommendations for a future chairperson.
10. Give specific and measurable results for each goal established. Describe the impact of this project on the club, individual members, and the community.
11. Upon completion of the project, fill out the financial statement.

PROJECT PLANNING BUDGET

INCOME:	Projected	Actual
Appropriation from club		
Value of donated items		
Other sources of income (list)		
Total Income		
EXPENSES:		
Value of donated items		
Other expenses (list)		
Return of appropriation from club		
Total Expenses		
Return to club (profit)		