

# Project Planning Sheet

Chair of Project: \_\_\_\_\_

Name of Project: \_\_\_\_\_

Projected date of Project: \_\_\_\_\_

This is a:

- Fellowship Project       Service Project       Membership Project

Goal/Description of Project:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I have met with the corresponding Vice President to discuss this project:

- Yes      Signature of Vice President: \_\_\_\_\_

I have talked with previous chairs of this project and/or read the evaluation sheets:

- Yes       Not Applicable, it's a new project!

Are external contacts outside of the chapter necessary to due this project?

Name	Who are They?	contact info
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Notes from external contact\*:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Project Planning Sheet

What supplies will you need?\*

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Yes, I have checked with Concessions and the Sergeant at Arms to see if any of these supplies are already available and do not need to be purchased.

I need a brother to help me with shopping transportation:  Yes  No

Estimated Budget: \$ \_\_\_\_\_.

Yes, I have talked with the Treasurer about the upcoming allocations

Allocations\*:

Amount	For	Expiration Date	Line Item	Date Approved
\$ _____.	_____	_____	_____	____/____/____
\$ _____.	_____	_____	_____	____/____/____
\$ _____.	_____	_____	_____	____/____/____
\$ _____.	_____	_____	_____	____/____/____
\$ _____.	_____	_____	_____	____/____/____

Item Bought*	Qty	From Where?	Total Price

Total Cost of Project: \$ \_\_\_\_\_.

Yes, I have saved all of my receipts and have submitted a reimbursement request to the Treasurer

What sort of manpower is required for this event?\*

Set up will require \_\_\_\_\_ brothers for \_\_\_\_\_ hours doing the following:

\_\_\_\_\_

The event will require \_\_\_\_\_ brothers for \_\_\_\_\_ hours doing the following:

\_\_\_\_\_

Clean up will require \_\_\_\_\_ brothers for \_\_\_\_\_ hours doing the following:

Beginning time for event: \_\_\_\_\_ End time for event: \_\_\_\_\_

Is this event on or off campus?

On Campus:

Location: \_\_\_\_\_ Room reserved:  Yes  NA

Off Campus:

Location: \_\_\_\_\_

For transportation we will use:

The bus – which one? \_\_\_\_\_

Cars - how many? \_\_\_\_\_

Other - \_\_\_\_\_

To communicate to the chapter that this event is happening I have:

*(please check the following as they are completed)*

Poster \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Chalk \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Post to public boards \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Paint the fence \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Talk to Readme or the Tartan \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

NA

To advertise this event outside of the chapter I plan to :

*(please check all those that apply and fill out when they will be done)*

Announced to chapter that this event is happening!

Passed out a sign up sheet

Reminded brothers who signed up for event through

Posted to cmu.student.aphio about event and a list of who signed up

*optional:*

Contacted Advisors or Alumni

Project Planning Sheet

Timeline– 4 week calendar to help plan out the project

Dates to put down: event date and shopping date  
Chapter communication dates (sign up sheet releases)  
publicity dates (postering and chalking etc)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Please feel free to attach any and all sign up sheets upon completion of the project.

Notes:

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Evaluation:

What went well? What did not go well? Any suggestions to future chairs to make this run easier and be more fun?

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\* If at any time you run out of space, please feel free to attach an additional sheet of paper to the Project Planning Sheet with the additional information.