

## PARTICIPANT'S MANUAL

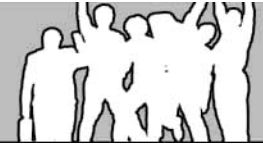
# Project Planning

Course designed by:

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## Project Planning

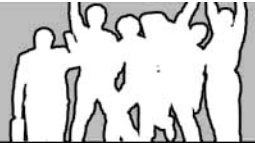
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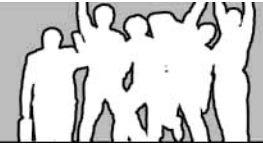
*JCI (Junior Chamber International) is a worldwide federation of young leaders and entrepreneurs with nearly 200,000 active JCI members and millions of JCI alumni. JCI members contribute to the advancement of the global community by creating positive change in over 5,000 communities in more than 100 nations worldwide.*

*JCI members lead projects in the areas of Business, Individual, Community, and International Development. They meet, learn and grow. By participating in various projects, meetings, seminars and events around the globe, JCI members grow personally and professionally, developing the entrepreneurial and leadership skills needed to generate positive changes in their communities, their countries, and the world.*



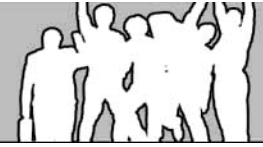
## PLAN OF ACTION SAMPLE FORM

<b>Project:</b>			
<b>Objectives:</b>			
Strategies and Action Steps	Responsible	Deadline	Cost



## THE CHARACTERISTICS OF A GOOD PLAN

- 1. IS ORGANIZED.** A good plan must be very well organized and easy to understand. Clearly define the different stages, establish the strategies and actions, and state the responsibilities for the completion of each action.
- 2. FULFILLS THE NEEDS OF THE MEMBERS OF THE GROUP.** The plan must satisfy the needs and expectations of the members of the group. If you want the plan to be successful, the members must receive some benefit for themselves; it could be learning new skills or simply enjoying the satisfaction of helping others.
- 3. OFFERS THE OPPORTUNITY TO EACH MEMBER OF THE GROUP TO CONTRIBUTE WITH HIS SKILLS.** Each member must be able to identify some activities in the plan to which he can contribute his particular talents. All tasks must be divided among the members according their abilities, skills and desires. Avoid overloading some skilled members and leaving others who want to help without anything to do.
- 4. IS ACHIEVABLE.** A good plan must be practicable and indicate that it is achievable. Members of the group must believe in the possibilities and success of the plan. They must be able to see the goals and the final results they will help to achieve.
- 5. IS SIMPLE.** The language used in the plan must be simple to be readily understood by every member of the team without consulting a specialist.
- 6. IS CLEAR, SPECIFIC AND PRECISE.** The plan must indicate quantities, deadlines, quality, specifications, responsibilities, costs, etc.
- 7. IS FLEXIBLE.** Things may change after the plan is completed. The plan must be flexible to adapt to changes.
- 8. HAS A BALANCED PROGRAM.** The plan must have a balanced program of activities distributed among all members and spread throughout the time allotted for its execution. This approach will avoid an overload of work at any given time and unfair demands on certain members.
- 9. MUST BE WELL FINANCED.** The plan must have a budget, and every action must state its cost. All members must clearly see where the money comes from and where it goes. A budget must be realistic, not overestimated. All sponsorships must be confirmed before being included in the budget.
- 10. MUST BE COMPLETE.** The plan must include all possible details. Nothing should be left to the imagination or chance. All circumstances must be considered, and nothing unexpected should happen. After the plan is completed, somebody should review it with critical eyes and search for errors or omissions.



# THE PROJECT-PLANNING PROCESS

Junior Chambers around the world conduct projects to give their members the opportunity to do something constructive in their communities and develop leadership skills in practical situations.

The image and effectiveness of the chapter, as well as the performance of the individual members, are reflected in the results of each and every project.

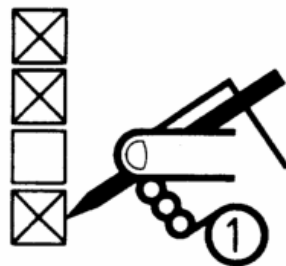
The best method to implement a successful community project is to follow the five steps in the JCI Project Planning Process.

## THE FIVE STEPS IN ANY PROJECT-PLANNING PROCESS

### STEP 1 : SURVEY

A comprehensive community survey is the best way to discover the needs of the community.

The survey should include questions about community problems and needs. There are many different surveys that can be conducted:



1. **Public Survey** – asking questions of people on the streets.
2. **Leader Survey** – asking questions of a cross section of community leaders.
3. **Representative Survey** – asking questions of a selected representation of the public.
4. **Panel Discussion Survey** – attending a public meeting where qualified individuals speak on the issues under consideration.

The selection of questions plays a key role in the success of the survey. Consider the following types of questions:

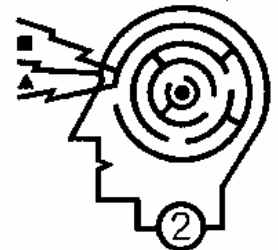
1. **True or false; yes or no** – only one answer required.
2. **Multiple choice** – different options are offered for selection.

3. **Factual** – asks for specific answers or facts, such as, "how many movie theaters are in the city?"
4. **Opinion** – asks for a point of view.
5. **Priority listing** – a list of needs is presented, and a priority order is requested

### STEP 2 : ANALYSIS

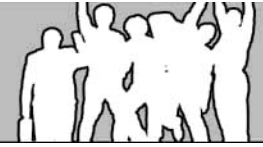
After the survey, the chapter analyzes the results, listing the community needs in order of priority for study.

A Survey Report with the results must be produced and presented to the chapter, community leaders, and the media.



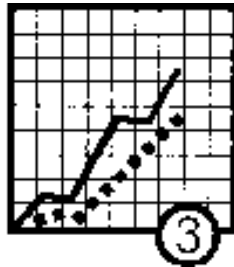
The next step is to make a priority list of the projects that most urgently need attention, and appoint a project chairman for them.

Even though the chapter should take immediate action to resolve the problems revealed by the survey, the very act of implementing the survey, making the analysis, and reporting the results has been a positive community contribution.



### STEP 3 : PLANNING

A well organized team for implementing each project is the foundation for success.



An effective way of ensuring this is to assign the project to a committee under the leadership of a project chairman. His or her first task should be to guide committee members to think the project through, step-by-step.

The plan of action must include the following:

#### 1. The mission or purpose of the project.

Establish the reason why the committee is conducting the project. It must identify the project's aims in one sentence that can easily be understood by everyone involved.

#### 2. The key activity areas.

The project must be divided into different key activity areas, such as finances, promotion, records, administration, etc.

#### 3. The objectives in each area.

Major objectives must be established in each key area. They must be achievable and easily understood by the members of the committee.

#### 4. Strategies to accomplish each objective.

Each objective must have clear strategies, the time for completion and designate those responsible for it.

#### 5. Action steps in each strategy.

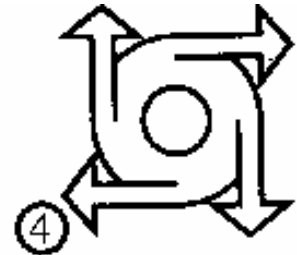
The strategies must be broken down into small action steps that show exactly what should be done and who is responsible.

After the plan of action is completed, the following information will be needed: a chronological order of events or actions; a time schedule; a budget; an outline of duties for each committee member; and a list of outside organizations, resources and people involved.

After submitting the plan of action to the Board of Directors, the chapter must approve it and show commitment to the project.

### STEP 4 : ACTION

In the action phase, the project gets underway, and all participants perform their responsibilities.



This phase requires important skills from the project chairman, such as delegation, supervision, communications, personnel management, public speaking, etc. When allocating responsibilities, keep in mind that sacrifices have to be made; members have to give up free time and forego leisure interests until the project is over.

### STEP 5 : EVALUATION

Evaluation will be the natural concluding step for the project. The project may have been an outstanding success, but still not have satisfied the need or accomplished the mission.

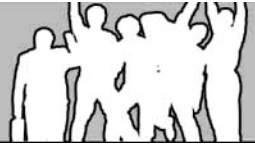


If failures occur, it is important for the learning process in Junior Chamber to find out why, and what can be done to avoid the same mistakes in future projects.

The evaluation is often overlooked because participants feel that the completion of the project is sufficient.

### SUMMARY

At the end of the project, the committee can take pride in their achievement and feel satisfied that the experience has developed them as individuals, enhanced the chapter image, and improved the community.



JCI Project Planning Form

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# Project Proposal

This form helps in the advance planning of the project. It can be used to record the goals and objectives of the project chairman and his committee prior to undertaking the project itself. Its functional value is that the form can be used for submitting the project to the Board of Directors for approval. After approval, the form will also serve as a reference and guide as the project progresses.

**Project proposed:**

**Purpose of the project:**

**Estimated number of committee members and their functions:**

**Potential benefits to the chapter:**

**Potential benefits to the community:**

**General comments concerning the proposed project:**

**Possible difficulties or obstacles to overcome:**

**Approved by the chapter Board of Directors on:**

**Chapter President's signature:**







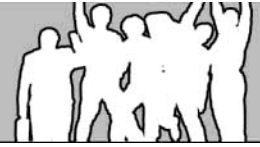
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# Organizational Chart

This chart illustrates the basic committee organization of the project. It represents the actual structure and includes titles and names from the chapter president down. This organizational chart should be prepared at the first Project Committee meeting.

Blank area for drawing the organizational chart.





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# Project Report

This form can be used to present a summary of the final report. It can be a component of the project file for future reference and be the basis when filing entry forms for national and international awards.

**Name of the project:**

**Brief description of the project:**

**Chapter:**

**Mailing address:**

**E-mail:**

**Website:**

**National organization:**

**SUMMARY DESCRIPTION**

OBJECTIVE	ACTION TAKEN	RESULTS ACHIEVED

**Recommendations:**

**Date project begun:**

**Date project completed:**

**Number of members on the committee:**

**Number of other volunteers:**

**Total income projected:**

**Total income actual:**

**Total expenditures projected:**

**Total expenditures actual:**

**Project chairman:**

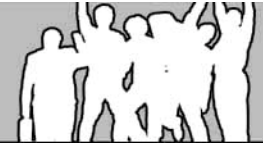
**Chapter president:**

**AWARD ENTRY**

Regional
  National
  Area Conference
  World Congress

**REPORT SENT TO:**

National Organization
  Junior Chamber International



## Session Evaluation Form

The questions below are designed to help us evaluate the program you have just completed and to pinpoint those areas that should be redesigned for future participants. Please take a few minutes of your time and answer as honestly and accurately as you can. You need not sign your name unless you wish to do so.

**1. Please indicate your overall reaction to the training session just completed.**

- Very good                       Good                       Fair                       Poor

**2. Did the topic presented relate to your needs?**

- A great deal                       Somewhat                       Very little                       Not at all

**3. Will you be able to use and apply the material presented in your daily duties?**

- A great deal                       Somewhat                       Very little                       Not at all

**4. Would you please give us your overall reaction to the way the trainer presented the session?**

- Very good                       Good                       Fair                       Poor

**5. If used, what was your reaction to the visual aids that were used?**

- Very good                       Good                       Fair                       Poor

**6. What was your reaction to the quality and content of the handout materials you received?**

- Very good                       Good                       Fair                       Poor

**7. What suggestions do you have for improving this session?**

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