



Planning Worksheet

Event Title: _____

Project Overview

[Replace this text with a description of what is involved in executing the project. Use list items if appropriate.]

- [Task/Process/Change]
- [Task/Process/Change]
- [Task/Process/Change]

Your Responsibility

[Replace this text with a description of the background context of the project and why it is necessary.]

- [Issue/Opportunity]
- [Issue/Opportunity]
- [Issue/Opportunity]

Communication Suggestions

[Replace this text with a description of the business value expected to be gained through this project implementation and how the business environment will be improved.]

- [Value/Goal]
- [Value/Goal]
- [Value/Goal]
- [Value/Goal]

Typical Steps for Success

	<i>Item</i>	<i>Date to have done</i>	<i>Comments</i>
1	Clearly understand the goal		
2	Address budgetary expectations		
3	Create a list of volunteers / supported needed		
4	Identify all actions required including communication		
5	Develop a timeline to complete actions including communication		http://www.scouting.org/scoutsource/HealthSafety/Forms.aspx
6	Ensure any Scout Activity forms have been completed		
7	Contact 3 rd parties involved in supporting the activity		
8	Communicate the plan to all those involved		
9			
10			
11			
12			

Prior Year(s) Lessons Learned

The following Scout Leaders conducted last year's events, and may be reached if needed:

First Name	Last Name	Phone	Comments

Lessons learned purpose and objectives

Throughout each project life cycle, lessons are learned and opportunities for improvement are discovered. As part of a continuous improvement process, documenting lessons learned helps the project team discover the root causes of problems that occurred and avoid those problems in later project stages or future projects. Data for this report was gathered by using Project Lessons Learned Record sheets and is summarized in the table.

The objective of this report is gathering all relevant information for better planning of later project stages and future projects, improving implementation of new projects, and preventing or minimizing risks for future projects.

Lessons learned questions

- What worked well—or didn't work well—either for this project or for the project team?
- What needs to be done over or differently?
- What surprises did the team have to deal with?
- What project circumstances were not anticipated?
- Were the project goals attained? If not, what changes need to be made to meet goals in the future?

Project Highlights

Top 3 Significant Project Successes

Project Success	Factors That Supported Success

Other Notable Project Successes

Project Success	Factors That Supported Success

Project Shortcomings and Solutions

Project Shortcoming	Recommended Solutions

Additional key items to consider:

- Note...
- ...
- ..
- .