SCOUT PLANNING WORKSHEET

"Plan on a Page"

If needed, use attachments for additional information.

GOAL

Describe what you intend to accomplish, the objectives.

WHY?

Describe the purpose or need for this activity-why it is important.

WHO?

Team leader		
Telephone	Email	
Team members		
Name	Telephone	Email

WHEN?

Consider creating a work-l	sider creating a work-back schedule based on the completion date.			
Anticipated start date	Projected completion date			

WHERE?

Location
Permissions/permits required
Transportation/parking needs
Weather contingencies
Liability and possible site hazards



WHAT?

What resources do you need to complete the goal?

Equipment, materials, volunteers, shelter, food/water, and other resources needed and the sources _____

Estimated expenses and the sources				
Safety issues				
Health, sanitation, and cleanup				

HOW?

Outline the anticipated phases of your activity, specific actions to be taken in each phase, and target dates for completion. For example: choosing a location, setting an agenda, securing equipment, implementation.

Planning Phases	Steps to Completion	Target Date	Person Responsible

ASSESSMENT

If you could start over, consider what you would Start

Stop _____

Continue _____



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