



# Project Checklist

## High Performance Leadership

**Purpose:** The purpose of this project is to apply your leadership and planning knowledge to develop a project plan, organize a guidance committee, and implement your plan with the help of a team.

**Overview:** Select a project to complete with a team of at least three other members. Form a guidance committee and meet at least five times through the duration of the project. Deliver a 5- to 7-minute speech at a club meeting to introduce your plan and vision. After you implement the plan, deliver a second 5- to 7-minute speech at a club meeting to share your experience developing and completing your plan.

### This project includes:

- ▶ Selecting, leading, and completing a project with a team
- ▶ Forming and meeting with a guidance committee at least five times
- ▶ The Guidance Committee Introduction resource
- ▶ The Meeting Agenda resource
- ▶ The Project Plan Overview resource
- ▶ The Project Plan resource
- ▶ The Vision Plan resource
- ▶ The Event Planning Worksheet
- ▶ The 360° Evaluation resource
- ▶ Two 5- to 7-minute speeches

The following list includes tasks for this project. Please remember, your project is unique to you. You can use the checklist here or complete the digital version in your project on Base Camp.

Define your project.

Recruit members for your guidance committee.

Schedule your first speech with the Vice President Education.

Write your first speech. Include information about your vision and project.

Rehearse your first speech.

Present your first speech.

Recruit members for your team.

Organize a calendar of meetings with your team and your guidance committee.

Complete your project.

Schedule your second speech with the Vice President Education.

Write your second speech. Report on your project's results and your leadership experience during this project.

Rehearse your second speech.

Present your second speech.

When all components of your assignment are finished, complete your self-reflection by adding what you have learned to the last column of the Know-Wonder-Learned activity.