



Project Checklist

Manage Projects Successfully

Purpose: The purpose of this project is to practice developing a plan, building a team, and fulfilling the plan with the help of your team.

Overview: Form a team of three to four people and choose a project. Create a plan for your project and present the plan to your club. Complete your project with your team. Finally, present a 5- to 7-minute speech about the experience. This speech may be humorous, informational, or any type of speech that appeals to you. It should not be a report about the content of this project, but a reflection of your experience applying what you learned.

This project includes:

- ▶ Building a team
- ▶ Creating a project plan
- ▶ The Project Plan resource
- ▶ A 2- to 3-minute speech about your plan
- ▶ Completing the plan with your team
- ▶ A 5- to 7-minute speech about your experience

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.

Invite two to three people to be on your project team.

With your team, select a project to complete.

Schedule your first speech with the Vice President Education. If you need more time to share your plan with your club, you may schedule a 5- to 7-minute speech with the approval of the Vice President Education.

Using the Project Plan resource, formulate a plan for your project.

Write a 2- to 3-minute speech about the project to share with your club.

Rehearse your first speech.

Present your first speech.

Work with your team to complete your chosen project.

Schedule your second speech with the Vice President Education.

Write a 5- to 7-minute speech about the experience of managing your project.

Rehearse your second speech.

Print 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.

