

MY PROJECTS

Requirements:

BRONZE

“Long Running Project”: Write a Project Plan and get your ideas signed off by your Role model or Leadership Academy Captain

‘Short Project’: Plan and run a small project to raise funds at a local event (e.g. a cake stall, tombola, raffle or other stall). Use the project planning worksheets to plan, run and evaluate your project.

This Short Project could be a part of your Long Running Project or it could be a stand alone project.

All Projects can be done in pairs or groups – each Leader does not have to run their own individual project.

SILVER

Run your “Long Running Project”

Keep a track of events included in your project including all money raised and how it is spent (if it is a fundraising project). Use the Project Planning worksheets to plan, run and evaluate each event or part of the project.

GOLD

Write a project review report or presentation about your “Long Running Project” to show this back to your Leadership Academy

A MYLeadership Academy Meeting will be arranged for Young Leaders to explore ideas and design their projects. It may be that as the Young Leaders will be working together on projects they may be part of more than one Long-Running Project. Young leaders will be encouraged to think and talk about time commitments and what they are prepared and able to do, time management and planning.

Name _____

MY PROJECTS

Planning

Long Running Project (Main Project)

Project NAME - Decide on a name for the project...		
WHO is involved in this Project? - List the names of anyone who is involved in organizing this project...		
General Aims of the Project - What are the main aims of this project...		
Specific Targets - Are there any specific targets you would like to meet? If so, what are they?...		
WHEN? When will the project take place (date or timeframe)...		
Activities to meet the aims of the Project		
List your ideas for HOW you will meet the aims of your project. Then List all the things you can think of that you will have to do...		
IDEAS:		
TO-DO:		
What?	When?	Who?
Cost of the project - Are there any costs involved in the project and how do you plan to cover these costs?		
If the project involves fundraising or charging for services/activities you should complete an Income and Out-goings sheet for your project.		

Name _____

MY PROJECTS

Planning

Short Project

Project NAME - Decide on a name for the project...		
WHO is involved in this Project? - List the names of anyone who is involved in organizing this project...		
Is this project part of a Long Running Project? If so, what is the Name of the Main Project? ...		
General Aims of the Project - What are the main aims of this project...		
Specific Targets - Are there any specific targets you would like to meet? If so, what are they?...		
WHEN? When will the project take place (date or timeframe)...		
Activities to meet the aims of the Project		
List your ideas for HOW you will meet the aims of your project. Then List all the things you can think of that you will have to do...		
IDEAS:		
TO-DO:		
What?	When?	Who?
Cost of the project - Are there any costs involved in the project and how do you plan to cover these costs?		
If the project involves fundraising or charging for services/activities you should complete an Income and Out-goings sheet for your project.		

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Income & Outgoings

NB: Your Academy Captain / Role Model / mentor should help you complete this page.

If the project involves fundraising or charging for services/activities you should complete this sheet to show the **Income and Out-goings** for your project.

Is this sheet for a Long Running Project (Main Project) or Short Project?
Project NAME
If this is a Short Project that is part of a Long Running Project (Main Project), what is the Name of the Main Project? ...

INCOME

You should list the total of all income from different areas in the project.

Item / Activity	Income
TOTAL:	

OUTGOINGS

You should list the total of all outgoings (costs) of different areas in the project.

Item / Activity	Income
TOTAL:	

PROJECT BALANCE:		
This is the Total Income minus the Total Outgoings		
Banked on:		Banked By:
	(Date)	

Signature:	
of Role Model / Captain / Mentor helping to complete this form:	