

Phi Theta Kappa

Chapter Project Planning Model

Date
Prepared by

Describe the project in detail.

The BASICS

What is the title of the project?

Where will the project take place?

When will the project be held?

Who will participate?

How will appropriate permissions be attained?

Will you form committees? Describe them.

RESOURCES

Estimated chapter funds required for the completion of this project:

\$

Itemized Budget:

What resources are needed? How will they be acquired?

How will the chapter publicize the project?

Describe how this project meets the primary or secondary focus of each applicable Society Hallmark.

List chapter goals which the project is intended to meet and describe how the project fulfills each goal.

Which Five Star Chapter Development Program requirements does this project satisfy?

How will you report your success to Headquarters?

IMPACT

What impact will this project have on the...

Chapter:

College:

Community:

Region:

Will you reward your members for participating in this project? If so, how?