

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 _____

Name _____ Telephone _____ Email _____

Name _____ Telephone _____ Email _____

Name _____ Telephone _____ Email _____

WHEN?

Consider 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 _____

