

KAPPA KAPPA PSI

Project Planning and Management

Every chapter member should have an understanding of how projects are completed. When every chapter member knows the process, the chapter can accomplish more. Ideally, each member would gain this understanding as a Prospective Member. The following is a basic outline of steps taken to accomplish a project from start to finish and can be used with any type of project.

The IDEA!

You or someone in your chapter has a great idea, but how do you put it into action?

- Discuss your idea with the Chapter President and/or appropriate committee chair or officer. Talking through the idea with these individuals will allow them an opportunity to offer guidance and provide you resources.
- **Committees** – if your chapter has and uses committees, take this idea to the appropriate committee. Discussing the idea with your fellow chapter members in a smaller setting can help hash out challenges and benefits of doing this project.
- **Smaller Chapters** – if your chapter is too small to use committees, ask the President to add this idea to the meeting agenda and discuss it there.

Planning

Questions to ask yourself and the committee when planning an event include:

- What is the purpose of this event?
- Who will benefit/what is the service being provided?
- How does this event benefit/support our college bands?
- Do we need approval from anyone (like our Band Director)?
- What challenges do we face?
- How many people do we need to do it?
- What financial resources are needed?
- When will it happen? Dates and times?
- Who will be the point person for this event?

It is essential to have **one point person** for the event. There should be one person who all chapter members can contact to find answers. Clearly establishing this person during the planning stages will simplify the project. This person does not need to be an officer or committee chair. Projects can be used as leadership development opportunities, especially for younger brothers. You may need people to volunteer to do **research** on the project. Make sure that whoever is selected as the point person has a clear understanding of who has volunteered to do research for this project because the point person will be compiling the research.

Decision Making

The chapter will need to ultimately approve doing this project. Once you have a clearly established plan (created by answering the questions above), take it to the chapter. Tell the Chapter President that you want to discuss this idea and make sure time is set aside on the agenda. Present it during New Business and have clear decisions for the chapter to make, such as:

- Does the chapter want to pursue this project? – put it to a vote
- What dates can we do it on? – have two or three dates for them to choose from
- Present options to the chapter, committee recommends and why the committee believes this is the best option
- Tell the chapter how many volunteers are needed and ask for names now
- If there are multiple parts of the project, delegate responsibility to other chapter members

Do not approach the chapter with a general idea and no facts, do the research and have choices available. Having a well-presented project shows your fellow brothers that you value their time and that this project will be managed in the same way it was presented to them – well thought out. . The enthusiasm with which you present this project will be catching. Use your excitement about this project to encourage others to participate. For major projects, it can be helpful to ask the chapter to create an ad-hoc committee to coordinate the project.

Implementation

Follow through with the plan! If you are the point person, make reminder phone calls to the individuals who volunteered. If you have announcements to make at a chapter meeting, write them down beforehand so your thoughts are clear and concise during the meeting. The night before the event begins, run through the plan and make sure everything has been completed. On the day of the event be available and helpful. Remember to thank people for the effort they are putting in, they will appreciate you recognizing their contribution.

Reflecting

After the day of the event, the project is not yet complete! The point person should take time to document what happened. Below you will find an example of how to document your work. This is an important step in the process because it creates closure for the people who participated and energizes them to continue participating in chapter projects. By documenting the event privately, your thoughts and the information about how to plan the event will be captured.

Take this document with you to guide a brief discussion at the next chapter meeting. Other participants may have different perspectives and/or information to add to this document, ask for their input. Afterwards, update what you originally wrote to include information gained at the chapter meeting. E-mail this document to the President and Historian. The President will use it to write the Fall Activity Report and Chapter Summary Report, which are sent to National Headquarters. The Historian will use it to write the chapter's annual history. In addition, give it to the officer or committee chair responsible for these types of events so they can add it to their officer manual to pass on to future officers.

Activity Report Form

Activity Name: _____

Date of Activity: _____

Purpose of Activity: _____

Description: _____

Supplies, Materials and Funds Used: _____

Number of People Needed: _____

Total Cost: _____

Steps to Completing the Activity: _____

Things we Learned / Suggestions for Future Planning _____

Report filed by: _____ Date Report Completed: _____

(Attach copies of all forms, announcements, etc. to this report)

Type of Activity

- Service
- Fundraising
- Social
- Brotherhood
- Other _____

