



WHERE LEADERS ARE MADE

PROJECT DESCRIPTION

Planning and Implementing

This project is designed to help you develop realistic plans to meet your objectives and to successfully monitor a project to completion.

Purpose: The purpose of this project is to practice developing a plan and bringing that plan to fruition.

Overview: Select any small-scale project, such as a family party, a short trip, a themed Toastmasters meeting, or any other event or project that requires planning. Develop and implement the plan, with or without help from others. At a club meeting, deliver a 2- to 3-minute report or a 5- to 7-minute speech about your experience. Submit the Project Completion Form to your vice president education to confirm you completed all planning resources.

This project includes:

- Developing and implementing a plan for a small-scale project
- The Project Plan resource
- The Event Planning Worksheet
- The Project Completion Form
- A 2- to 3-minute report or 5- to 7-minute speech