

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



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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 _____



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Scout Planning Resources

We find aspects of planning throughout the scouting program. From a general sense in planning a campfire program to meal preparation, to the specifics of setting up and conducting a service project. The following are a few notable touchstones from scout advancement and recognition:

Eagle Rank Requirements:

While a Life Scout, plan, develop, and give leadership to others in a service project helpful to any religious institution, any school, or your community. (The project must benefit an organization other than Boy Scouting.) A project proposal must be approved by the organization benefiting from the effort, your unit leader and unit committee, and the council or district before you start. You must use the *Eagle Scout Service Project Workbook*, [BSA publication No. 512-927](#), in meeting this requirement.

Venturing Pathfinder

1. Complete Project Management training.
2. Plan, organize, and give leadership to a project designed to sustain and grow your crew. Submit the plan to your crew president (or Advisor, if you are president) and explain how you think it will encourage more young people to join Venturing.

Venturing Summit

Since earning the Pathfinder Award, plan, develop, and conduct a service project as described in the **Venturing Summit Award Service Project Workbook** ([512-938](#)). Before you start, have the project proposal form from the workbook completed and approved by those benefitting from the effort, your Advisor, and designated crew or ship youth leadership. This project must be a different service project than one carried out for the Eagle Scout award, the Sea Scout Quartermaster Award, or the Girl Scout Gold Award.

There are a number of planning tools that exist for specific purposes:

- Campfire planning worksheet (33696A)
- Eagle Scout Service Project Workbook (512-927)
- Venturing Summit Award Service Project Workbook (512-938)
- Hornaday Award Conservation Project Workbook (430-815)

But until now there was no broadly applicable resource that could be used across the programs. A scout's attempt at the Eagle or Summit project should not be his/her first experience with formal, documented project planning.

The BSA has released the Scout Planning Worksheet (512-505), a new tool that Scouts can use to plan patrol or troop activities. The goal is to build project-planning prowess that will benefit Scouts in their Eagle project, at school, and in life.

A comment on the new form by one of the Boy Scout Experience task force members:

@gardnerbuffalo: Today, some transparency on how our national organization works!

The national office received some feedback from the field that we (the BSA) were not consistently, adequately preparing young men to "While a Life Scout, plan, develop, and give leadership to others in a service project ..." with emphasis added on the last word — project. Specifically, the point was made that nowhere in any of our requirements prior to that one, did we make specific reference to managing any kind of project, or explicitly developing project management skills.

A preliminary review by volunteers and staff advisors determined that this particular feedback warranted a thorough investigation.

A volunteer chairman was appointed, and task force of volunteers was formed as part of one of the many national operating committees (program development, specifically Boy Scouts, in this case) and given a blank sheet of paper and a charter to go understand the problem and recommend an impactful response.

They reviewed this feedback, and did a thorough review of existing BSA literature & resources on project management (including the NYLT form referenced in another comment, the Wood Badge presentation on Project Management, the Venturing Pathfinder Award requirement #2, and others). The process also included reaching back out to a few leaders in the field to understand if this really was an issue for them, and what they desired, if anything. The team was asked to consider a variety of solutions including revisions to requirements, development of support resources, as well as the possibility that no action was needed at all.

After an exhaustive (and likely exhausting) analysis, the team determined that a need existed to have a more generally available, broadly applicable, and BSA-branded planning worksheet that any Scout or leader could use for planning just about anything as a project, and that visibility of that resource needed to be addressed. They also determined that no modification to existing requirements was needed.

They developed this resource to be consistent with existing BSA literature. They identified other literature which could/should be impacted by the creation of this worksheet — where references should be added, as inquired about in another comment. They coordinated with other internal teams to secure a BIN # (that little form number in the bottom right) and other logistical details. They identified a launch plan which included, among other things, asking Bryan if he would blog about the new worksheet. (Thanks, Bryan!)

This team did an outstanding job of modelling exactly the way the national organization should function, including the idea that essentially all of the real work to make something like this happen, happens in the background. In the spirit of servant leadership, the work and the workers are generally invisible with the expectation that their volunteer work will never be properly understood or appreciated.

*... and *poof* the new Scout Planning Worksheet was born.*