

Eagle Scout Project Guidelines

Congratulations Life Scout! Coming this far in Scouting is an accomplishment in itself worthy of praise. For some Scouts, the next step, the Eagle Scout Project, can be a difficult one. The Troop leadership wants you to succeed with your project and has written these guidelines to help you organize your planning. We hope, too, that these ideas will be useful in clarifying the approval steps as you present your project to your Scoutmaster and the Troop Committee.

Essentially, there are two steps in project planning and approval - the project concept and the project plan. These guidelines outline the questions you will need to answer at each step. The questions are intended to assist you in planning the elements of your project, but they should also help you understand what the Scoutmaster and the Troop Committee are looking for as they review your project for approval.

Project Concept

Follow the instructions in the Eagle Scout Project booklet, completing the questions and presenting your responses to your Scoutmaster.

- What is the project you plan to do?
- Who will benefit from the project?
- How will they benefit?
- Which official from the group benefiting from the project will be contacted for guidance in planning the project?
- How many people will be recruited to carry out the project?

Your Scoutmaster will review your responses and approve the ***project concept***. This concept gives your unit leader an idea of the project scope to judge your project's suitability as an Eagle Scout project. Although this is a preliminary approval for the project, there is high confidence that once the Scoutmaster approves the concept the Troop Committee will also approve the project. The Scout should now prepare a more detailed project plan.

Project Plan

The ***project plan*** will act as a blueprint for execution of the project and will communicate the details of the project to the Committee, who is approving the project, the person(s) benefiting from the project, and to the volunteers who are taking part in the project. The format of the project plan is not as important as the content; in many cases an estimate is OK, such as what materials will be needed and how much time it will take to complete the project.. A typical project plan will contain the following elements and answers to questions:

- Goal and Scope: What is the goal of the project? What milestone will signify completion of the project?

- Plan: What will the project look like? Provide a drawing or diagram of the project. Highlight important attributes such as location, dimensions, and relevant surrounding details (walls of rooms near project, etc).
- Timing: What are the major work steps for the project in sequence? Who is responsible for what parts of the project (i.e I will do this, the benefiting group will do this, etc)? When will each of these occur? How does this schedule align with critical deadlines (either yours or the group benefit from the project)?
- Supplies: What materials (nails, wood, etc) will go into the project? This is called a Bill of Material – essentially a list of items with quantity and cost associated with each item. Where will the material be obtained? How will it be transported? Where will the items be stored during the project?
- Equipment: What equipment is needed? Where will equipment be obtained? Where will equipment be stored during project?
- Help: How many people will be required to complete each major step? Who will provide manpower? Overall, what is your estimate of manpower needed (called man-hours ~ the number of people working multiplied by the number of hours to be worked). How many man-hours will you personally invest? What key specific skills will be needed? Who will provide those skills?
- Money: How much will the project cost to implement? Who is providing the funds? Will a fund-raiser be necessary? What is the fund-raiser plan?
- Safety: What safety equipment is needed? What important safety procedures, specific to your project, should be reviewed with your workforce before work is begun?
- Permissions: Who needs to approve the work? Does any part of the project need local government approval (construction permits, etc)? Double check with your project advisor.
- Recognition/Publicity: How will you and/or the Boy Scouts of America receive recognition for the project? Will a plaque be installed? Consider contacting the local community newspaper for a human interest article about you and your project.
- Uh oh's: What can go wrong and how have you made room in your plan for it (rain dates, a difficult step taking longer than planned, etc)?

Sound planning makes a successful project. Consider these questions in your project planning and you will be successful.

Your Troop leaders want you to succeed and are willing to provide help. Don't be afraid to ask them. Contact Mr. Kellerman or Mrs. Nagy if you have questions or need additional assistance.