

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



