



Project Execution

Dan Beard Council Advancement Committee

Scout Tasks:

- 1. Begin working on the project as outlined in the Eagle Scout leadership Service workbook.*
- 2. Start and keep a log of all activities, meetings, research activities, etc. Keep track of all hours and expenses.*
- 3. Keep track of any and all variations between the planned project and the actual work performed.*

Time to start working on the Project

Now that the hard part is over, and the scout can begin the fun part -- working the project! If the scout has prepared a good plan, all he will have to do is follow the plan and make the project happen. Usually, this takes from a few days to several weeks, depending on the actual project.

Documenting the Project

The scout should use a notebook or folder to collect papers so they will be available at any time. It's better to have more than not enough at the end.

While working on the project, keep any information that may be needed for the Final Report, such as:

- Tables, charts, diagrams
- Time logs - list the people plus when and how long they worked
- Tools and equipment
- Expenses, money received, goods and services
- Diagrams and drawings, as appropriate
- Photographs (take lots of photos!)
- All receipts

It is important that the scout keeps very good notes about everything that is done and any changes to the plan. Keep lists of all work done, who does the work, and how much time they each spent. For the Final Report, the scout will need to discuss how well the plan worked and all areas where he was not able to follow the plan. Take pictures of each stage of the work. These will be included in the Final Report and will be a nice souvenir of an important milestone in the scout's life. Keep track of all materials, supplies, tools, etc. used, paying particular attention to any differences from your original plan.

FREQUENTLY ASKED QUESTIONS

What should I keep track of?

Simply put, keep track of everything! Start with keeping track of the time you spend on the project, including conversations with your helpers and project beneficiaries, time spent gathering materials, performing the actual service project, etc. Numerous methods exist to track this information, such as hand-written or Excel spreadsheet. You will need this when you fill out the Eagle Scout Leadership Workbook.

Here are some examples of other things to keep track of:

- Keep track of the time for: making phone calls, computer work, making copies, etc.
- If you go to stores seeking donations or shopping for the best prices, keep track of these details.
- List all tools used on your project, and where they came from (borrowed, rented, bought, and from whom).
- List all supplies used. Supplies are items like trash bags, pens, sandpaper.
- Attach sign-in and sign-out sheets to the workbook that you used for helpers.
- Make arrangements to get helpers to and from the worksite. Make a list of drivers and the time it took them.
- Show time and manpower needed for clean-up.

How do I demonstrate Leadership, and why is it important?

Years ago, the title of Eagle Scout Service Project was changed to Eagle Scout Leadership Service Project. As stated in the BSA Project Workbook, the real purpose of the Eagle Project is to give you an opportunity to “demonstrate leadership of others.” This is not to say that service to the community is not important, just that leadership is equally important.

How do you “demonstrate leadership of others?” First, you need to establish yourself as the man in charge, the one who others look to for guidance. This means you must take the initiative to choose your project, coordinate it with the appropriate agency, and prepare the detailed plan on how to accomplish the intended goals.

You will coordinate all activities of others to make sure the final goal is reached. You consider everyone’s talents and decide which tasks each member is given, and then make sure they understand their assignment. You will also ensure everyone has the proper training and tools to do their job.

To show leadership, you must also be a problem solver. No matter how well a project is planned, there will be things that don’t go according to plan. When problems arise, you must consider all available information and make a decision on how to resolve that problem. You may need to revise the plan, or even redefine the final goals. It is okay if your project doesn’t reach all the original goals, but you need to be able to explain why and how you solved the problem. Note that major changes in the project require district approval.

As a good leader, you should consider advice and suggestions from others, but in the end, you make the final decisions. A wise scout would listen to adult leaders and parents because they have many years of experience to share. However, be careful that the well-meaning adults t lead your project. During projects where an adult's technical skill is required, the adult might take over the leadership role, but that creates a leadership problem for the project. Both you and your adult workers must very aware that YOU must lead the project.

Leadership is a very rewarding activity. As the leader, you should feel a sense of pride for what your team accomplished under your guidance. In the end, the goal is reached and the team feels good about their collective accomplishment. The leadership skills you have learned in scouting and demonstrated in completing your Eagle Project will serve you throughout your life.