THE FINAL PROJECT WRITE-UP

Before you start your project, even before you begin planning your project, get a notebook. Record events in your notebook when they happen, and keep as accurate a set of notes as possible. When you call or visit someone to discuss your project, write it in your notebook. Make a separate section to record what you buy, what is donated, and any moneys that you receive. In another separate section, record when you do the various parts of your project, who helped, how much time each of the volunteers spent on the project, and any challenges or changes that were encountered. You should have an entry in your notebook for each day you and your helpers work on the project. Make a separate section for all the tools, materials and supplies you actually used on your project.

While it cannot be finished until you've actually finished your project, a lot of the final write-up can be done as you progress through the project. This section of your report is where you describe what actually happened as you carried out the plan. This information is entered in the last section of the Eagle Scout Leadership Service Project Workbook, titled 'Carrying out the Project'.

As with any project, it is important to review what was done and see what lessons were learned, as well as providing a historic record. In this case, you also need to write a final report because your project is not complete without it! In the 'Carrying out the Project' workbook section, briefly describe what was done and how you deviated from the plan. The following sections are important, and you should consider writing up the information (and answering the questions posed) in sub-paragraphs for each of the topics below.

If you keep/kept a good notebook or journal during all aspects and phases of your project this section of the report will practically "write itself":

Project Implementation

> Describe the planning stages of your project, who you met with, any special problems you encountered in planning that you had to resolve, any special concerns that you ran into such as safety issues, etc... Discuss what you did to prepare for your project, such as presentations to sponsoring organizations, raising funds, getting donations of materials and equipment, preparing posters or handouts, and what you had to do to get volunteers.

Changes

> Was the project completed according to your original schedule, or did you have to revise and change some steps? You should use your project plan as guide for preparing the final report. Go through each section of the plan and write a summary of the results versus the plan. Summarize the actual costs, the tools used (and tools needed that you did not have), what objectives were accomplished or not accomplished (and why not), how your workers performed their tasks, how you handled any major problems, and anything else of interest (both positive or negative). Were you able to keep everyone busy, and were there any special problems keeping everything under control and running smoothly? Were the volunteers friendly and cooperative, or did they complain and fool around?

Materials Required to Complete the Project

> Discuss if you had all of the materials and supplies you needed or if you had a lot left over. If you had a shortage, how did you resolve this? If you had a significant surplus, what did you do with those items? The simplest way to show this information is to include an updated version of the Materials / Supplies Table from the original plan, with all changes annotated (possibly in a 'Remarks' column replacing the 'Source' column). You may also choose to just describe the materials in a text paragraph.

Hours Spent Working the Project

Discuss the actual hours of work required to complete your project. Provide a record of all the time worked by you and your volunteers. Don't forget to include all the time you spent planning the project, writing the plan, getting approvals, and gathering tools / materials, not just the time doing the labor. This can be documented in a list or table showing names, dates, hours worked, and tasks performed by you and each volunteer. Also, don't forget to give your Scoutmaster a list of those who worked on your project so that they can get credit for service hours toward their own advancement. Did it take longer than planned? If so, what were the reasons for your under-estimation (or over-estimation?). **DO NOT FORGET TO TOTAL THE NUMBER OF HOURS THAT THE PROJECT TOOK, WITH SEPARATE SUB-TOTALS FOR ALL OF YOUR HOURS, AND A SUB-TOTAL FOR ALL OF YOUR WORKER'S HOURS!**

> **Note on Minimum Hours** – The BSA Eagle Project Workbook specifically states: "Size – How big a project is required? There are no specific requirements, as long as the project is helpful to a religious institution, school, or community. The amount of time spent by you in planning your project and the actual working time spent in carrying out the project should be as much as is necessary for you to demonstrate your leadership of others." The BSA Advancement Committee Policies and Procedures (#33088D) says: "There is no minimum number of hours that must be spent on carrying out the project" (pg. 27). This BSA document also states: "No council, district, unit, or individual has the authority to add to or subtract from any advancement requirement" (pg. 23). Therefore, it would violate the stated BSA policy for anyone to add a new "minimum hour" requirement.

Photographs

Include a section in your final report for representative photographs, which you took during each phase of the project. The photos help the Eagle Board of Review members better understand your project and it will be easier for you to discuss the project if you can show them the actual work in progress and the final results. A photo of you presenting the finished product to the organization for which you did the work helps show off the value of the project. A group photo of your work crew is also a good memento of your project. Of course, the photographs should be securely mounted and labeled, not just thrown in an envelope.

Leadership

Since the objective of the project is to demonstrate leadership of others, you should discuss your leadership role. Give examples of how you were able to lead the volunteers. Did you have any problems with giving direction, getting the volunteers to come to work, or stay focused on assigned tasks? Leading others is difficult, and most likely you learned something about this. The final reviewers of your project want to read about what you learned about leading others.

Conclusions, Thoughts, Ideas

This section summarizes your efforts and how the project affected you and the people you worked with. Tell whether the project was successfully completed, and did it meet the goals outlined in your originally approved project proposal? Tell about any unexpected problems and what you might have done differently if you were to do this project again. What did you learn from this project? How was the project actually helpful to you and your sponsor?

You will most likely require some advice from your project advisor before you are ready to turn the project in for final signatures. Consult with him / her often as you are completing the report. Please keep in mind that even though you may be willing to drop everything to get this task completed, many adults can not, and will not, because of their schedules and other commitments. Do not wait until the last minute to write-up this final section of your report.

Once you and your advisor are happy with the result, it is time to get the final approval signatures. Then, and only then, will you be done with your project! **THE PROJECT IS NOT COMPLETE JUST BECAUSE THE CONSTRUCTION HAS BEEN FINISHED OR THE SERVICE HAS BEEN RENDERED!!!**