

PROGRAM OF WORK

BRIEFLY DESCRIBE YOUR PROJECT:

MONTH	GOALS Create long- and short-term chapter goals. <i>Hint: Goals are specific and realistic.</i>	TACTIC Brainstorm, share, define, and refine strategies to meet your goals. <i>Hint: Think project activities.</i>	RESOURCES What resources are available to help you with your project? <i>Hint: Think people, money, time, materials, and facilities.</i>	BUDGET Plan for project expenses to help meet chapter goals and attend conferences. <i>Hint: Use the sample budget forms in the appendix.</i>	ASSIGNED Break goals into manageable components and assign to committees or individuals.	FOLLOW UP/ EVALUATION Check in regularly to determine progress and identify potential problems.
Aug./ Sept.						
Oct.						
Nov.						
Dec.						
Jan.						
Feb.						
Mar.						
Apr.						
May						
June/July						